

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 0 3 2025

DIVISION MEMORANDUM NO. DOC, S.2025

CALL FOR APPLICATIONS FOR VACANT NON-TEACHING, RELATED TEACHING, AND SCHOOL ADMINISTRATION POSITIONS IN SDO BATAAN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Junior and Senior High School Heads
All Others Concerned

This Office announces the submission of pertinent papers relative to the conduct
of the RANKING OF QUALIFIED APPLICANTS FOR NON-TEACHING, RELATED
TEACHING, AND SCHOOL ADMINISTRATION POSITIONS until January 10, 2025 at
the Schools Division Office (Attention: Personnel Unit).

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
Non-Teaching	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	8	PABLO ROMAN NATIONAL HIGH SCHOOL - JHS
	ADMINISTRATIVE OFFICER II	11	SENIOR HIGH SCHOOL
	PLANNING OFFICER III	18	SDO BATAAN
	PROJECT DEVELOPMENT OFFICER I	11	ORION DISTRICT
	SENIOR EDUCATION PROGRAM SPECIALIST	19	SDO BATAAN
Related	HEAD TEACHER III		ELEMENTARY
Teaching	HEAD TEACHER III - FILIPINO	16	LIMAY NATIONAL HIGH SCHOOL - JHS
	SCHOOL PRINCIPAL I	19	l di i
School Administration	SCHOOL PRINCIPAL II	20	ELEMENTARY
	SCHOOL PRINCIPAL IV	22	

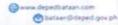
The schedule and venue of the paper evaluation, behavioral event interviews, and examinations shall be announced later through an advisory.





















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3. The qualification standards for the vacant non-teaching, related teaching, and school administration positions based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS				
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility	
ADMINISTRATIVE OFFICER II	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	
PLANNING OFFICER III	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	
PROJECT DEVELOPMENT OFFICER I	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	
SENIOR EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years of experience in education research, development, implementation or other relevant experience	PBET; Teacher; Career Service (Professional) Second Level Eligibility	
HEAD TEACHER III (ELEMENTARY)	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)	
HEAD TEACHER	Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher) PBET /LET	





















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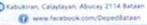
SCHOOL PRINCIPAL I (ELEMENTARY)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	Head Teacher (HT) for 1 year or Teacher-In-Charge (TIC) for 2 years: or Master Teacher (MT) for 2 years or Teacher for 5 years	40 hours relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
SCHOOL PRINCIPAL II (ELEMENTARY)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)
SCHOOL PRINCIPAL IV (ELEMENTARY)	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units plus 6 units of management	3 years as principal	40 hours of relevant training	RA 1080 plus Principal's Test Papers conducted by National Educators Academy of the Philippines CF (NEAP)

- The assessment for the said positions shall be based on DepEd Order No. 007, s. 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education.
- 5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
- 6. Applicants shall submit one copy of the following required documents enclosed in a brown expandable envelope with the label (Name, Position Applied and Contact Number);
 - a. Letter of Intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Valid and updated PRC License/ID, if applicable;
 - d. Certificate of Eligibility/ Rating, if applicable;
 - e. Scholastic/ academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/ degrees, if available;
 - Certificate/s of Training, if applicable;





















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- g. Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Latest Appointment, if applicable and;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authority and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Enclosure) notarized by authorized official.

Other documents for comparative assessment:

- j. Performance Rating obtained in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- k. Means of Verification (MOVs) for Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment.

Folders (complete with side tabbing) shall contain the required documents and the other documents/ MOVs for the comparative assessment (Enclosure 2). Nonsubmission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.

- 7. After initial evaluation, qualified applicants shall be notified two (2) days prior to the conduct of ranking via email or through SMS or call and the initial Evaluation Results (IER) shall be posted at depedbataan.com.
- 8. Qualified applicants shall bring the original copy of the documents/attachments and present these, as needed, to the HRMPSB during the paper evaluation and ranking. However, only documents submitted on or before the deadline shall be entertained.
- Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V / Schools Division Superintendent

References: DO No. 007, s. 2023 To be included in the Perpetual Index Under the following: HIRING **PROMOTIONS** QUALIFICATIONS

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Enclosure 1 to Division Memorandum No.	o. , s. 2025	
CHEC	CKLIST OF BASIC REQUIREMENT	S

	Name of Applicant: Position Applied for:			
	Office of the Position Applied for:			
		Email Address:		
	Address: Contact Number:			
	Religion:			
	Ethnicity:			
	Person with Disability: Yes () No ()			
	Solo Parent: Yes () No ()			
-	COLOT ALONE 100 () THO ()	Status of	Verif	ication
		Submission	(To be filled out by HRMO)	
	Basic Documentary Requirements	(To be filled out by applicant; Check if complied)	Status of Submission (Check if complied)	Remarks
а	Letter of intent			
b	CSC Form 212 (Revised 2017) in 2 copies with latest 2x2 picture			
C	Copy of Updated Eligibility			
d	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	- 3		
е	Copy of rating (if teaching)			
f	Transcript of Records			
g	Certificate of Employment			
h	Certificate of Training			
ľ	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copy)			
	Verified by:			
	Cianalusa Over Bristod Nama			
	Signature Over Printed Name			
	OMNIBUS SWORN	STATEMENT		
	ICATION OF AUTHENTICIY AND VERACITY			
TE.				
by	certify that all information above are true and correct, and of my personal or certified true copies thereof.	onal knowledge and	belief, and the docum	ents submitted herev
by ala	certify that all information above are true and correct, and of my personal/or certified true copies thereof.	onal knowledge and	belief, and the docum	ents submitted herev
by al a by tm	certify that all information above are true and correct, and of my person	y personal information	on as stated above, f	or purposes relevant
by al a by tm	certify that all information above are true and correct, and of my personand/or certified true copies thereof. RIVACY CONSENT grant the Department of Education the right to collect and process ment, selection, and placement of personnel of the Department and for	y personal information purposes of compliant	on as stated above, fance with the laws, ru	or purposes relevant les, and regulations l
by al a P by tme	certify that all information above are true and correct, and of my personand/or certified true copies thereof. RIVACY CONSENT grant the Department of Education the right to collect and process ment, selection, and placement of personnel of the Department and for	y personal information purposes of compliant	on as stated above, f	or purposes relevant les, and regulations l

















Department of Education REGION III SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure 2 to Division Memorandum No.

EVALUATION CHECKLIST

	Status of Submission (to be filled	Verification (to be filled out by HRMO / Secretariat)	
Documents as contained in DepEd Order No. 007, s. 202		Status of Submission (check if complied)	Remarks
Education			
Training			77.
Experience	14 8		
Performance Rating			
Outstanding Accomplishments			
Outstanding Employee Awards			
2. Research and Innovations			
Subject matter expert	ALT I		1 1
Resource Speaker			
5. NEAP accredited learning			
Application of Education	-SP		
Application of Learning & Development (L&D)			

Applicant:	Verified by:		
Signature over printed name		Signature over printed name	













