



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

February 07, 2025

**DIVISION ADVISORY**  
NO. 042, s.2025

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

Pursuant to **Memorandum No. 030, s. 2025**, this Office announces the Vacant Positions for **PROJECT DEVELOPMENT OFFICER II** at the Department of Education Regional Office III, all interested qualified applicants should submit documents not later than February 14, 2025.

Attached is a copy of the Memorandum for further information and guidance.

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

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"We Mould Heroes"





**FEB 04 2025**

Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

BY: \_\_\_\_\_

**Memorandum:**  
 No. 030 s.2025

**ANNOUNCEMENT OF VACANT POSITIONS**

To: All DepEd RO III Employees  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Other Concerned

The position of **PROJECT DEVELOPMENT OFFICER II** is slated to be filled up to wit:

ITEM NUMBER	SALARY GRADE	PLACE OF ASSIGNMENT
OSEC-DECSB-PDO2-150051-2024	15	Education Support Services Division

**QUALIFICATION STANDARDS**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Bachelor's Degree Relevant to the Job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)

Interested qualified applicants should signify their interest in writing. Attach the following documents to the letter of intent/ application letter **not later than February 14, 2025**:

1. Letter of Intent;
2. Duly accomplished PDS (CS Form No. 212, revised 2017) with Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ ID, if applicable;
4. Photocopy of Certificate of Eligibility/ Rating, if applicable;
5. Photocopy of 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;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;





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**Department of Education**  
REGION III-CENTRAL LUZON

8. Photocopy of latest appointment, if applicable;
9. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable;
10. Notarized Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the Annex C (from DepEd Order 007, s. 2023), notarized by authorized official; and
11. Other documents for comparative assessment:
  - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - b. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating in Item 9 is not relevant to the position to be filled, if applicable.

**Note:** Individuals who failed to submit complete mandatory documents (Items 1 to 10) shall not be included in the pool of official applicants. Applicants are required to bring all the original documents during the final assessment of documents and interview of applicants for verification purposes.

Qualified applicants are advised to send/ email their application documents to:

**ERLINDA M. DE LEON**  
Administrative Officer IV  
[region3@deped.gov.ph](mailto:region3@deped.gov.ph)

  
**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director

AO1:per1:per2