

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

FEB 2 6 2025

DIVISION MEMORANDUM NO. 098, 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 March 5, 2025 at the
Schools Division Office (Attention: Personnel Unit).

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment	
	ADMINISTRATIVE AIDE III (CLERK I)	3	B. CAMACHO NATIONAL HIGH SCHOOL	
	CHIEF ADMINISTRATIVE OFFICER	24	BATAAN HIGH SCHOOL FOR TH ARTS	
Non-Teaching	EDUCATION PROGRAM SPECIALIST	16	SDO BATAAN – SGOD UNIT	
	PROJECT DEVELOPMENT OFFICER I	11		
Related Teaching	HEAD TEACHER III (ENGLISH)	16	MARIVELES NATIONAL HIGH SCHOOL - POBLACION	
School	SCHOOL PRINCIPAL I	19	ELEMENTARY	
Administration	SCHOOL PRINCIPAL II	20		

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















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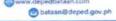
The qualification standards for the vacant non-teaching, related teaching and school administration positions based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS					
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
ADMINISTRATIVE AIDE III (CLERK I)	Completion of two (2) years studies in college	None Required	None Required	None Required		
CHIEF ADMINSTRATIVE OFFICER	Master's degree or Certificate in Leadership and Management from the CSC	4 years relevant experience involving management and supervision	40 hours of supervisory / management training / learning and development intervention	Career Service (Professional) Second Level Eligibility		
EDUCATION PROGRAM SPECIALIST	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours relevant training	PBET;Teacher CS Professional Appropriate Eligibilit for second leve Position		
PROJECT DEVELOPMENT OFFICER I	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		
HEAD TEACHER III	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		
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	Principal's Test Paper conducted by National Educators Academy of the Philippines C (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	Principal's Test Paper conducted by Nation Educators Academy of the Philippines C (NEAP)		















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- 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.
- 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.
- 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;
 - 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;
 - f. Certificate/s of Training, if applicable;
 - 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). Non-submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.

- 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.
- 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.















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9. 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: PROMOTIONS HIRING QUALIFICATIONS

AD28















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DIVISION	MEMORANDUM
NO.	5.2025

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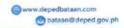
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Email Address:

Enclosure 1 to Division Memorandum No. , s. 2025
CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _ Position Applied for:

Contact Number: _

Address:

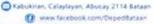
Office of the Position Applied for: _

Solo Parent: Yes () No () Basic Documentary Requirements		Status of Submission (To be filled out by applicant; Check if complied)	Verification (To be filled out by HRMO)	
			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			
е	Copy of rating (if teaching)			
f	Transcript of Records			
g	Certificate of Employment			
h	Certificate of Training			
i	Omnibus Certification of authenticity and veracity of all documents submitted, signed by the applicant (original copy)			
	OMNIBUS SWORN S CATION OF AUTHENTICIY AND VERACITY certify that all information above are true and correct, and of my persond/or certified true copies thereof.			
by call all all all all all all all all al	RIVACY CONSENT grant the Department of Education the right to collect and process my	personal information	n as stated above, fo	purposes relevant
by o al a PF by o tme		purposes of complia	nce with the laws, rule	es, and regulations l
by cal all all all all all all all all all	grant the Department of Education the right to collect and process my nt, selection, and placement of personnel of the Department and for	purposes of complia	on as stated above, for noe with the laws, rule ignature of Applicant	es, and regulations

















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Enclosure 2 to Division Memorandum No. , s. 2025

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. 2023	out by the applicant; Check if submitted)	Status of Submission (check if complied)	Remarks	
Education				
Training				
Experience				
Performance Rating				
Outstanding Accomplishments				
Outstanding Employee Awards				
2. Research and Innovations				
Subject matter expert				
Resource Speaker				
5. NEAP accredited learning				
Application of Education				
Application of Learning & Development (L&D)				

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











