



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

DIVISION MEMORANDUM
NO. 257 s.2025

JUN 20 2025

**CALL FOR APPLICATIONS FOR VACANT TEACHING POSITIONS IN SDO BATAAN
FOR BATAAN HIGH SCHOOL FOR THE ARTS**

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

1. This Office calls for the submission of pertinent papers relative to the conduct of the RANKING OF QUALIFIED APPLICANTS FOR TEACHING POSITIONS IN SDO BATAAN FOR BATAAN HIGH SCHOOL FOR THE ARTS until **June 25, 2025**. The said school is directed to forward the documents to the **SDO (Attention: Personnel Section)** on the said date.

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment
TEACHING	MASTER TEACHER I - ARTS	18	BATAAN HIGH SCHOOL FOR THE ARTS
	SPECIAL EDUCATION TEACHER – ARTS EDUCATION	14	
	SPECIAL EDUCATION TEACHER – BASIC EDUCATION		

2. The schedule and venue of the paper evaluation, behavioral event interview, and examinations shall be announced later through an advisory.
3. The qualification standards for the vacant teaching position for the item mentioned above based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
MASTER TEACHER I	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET
SPECIAL EDUCATION TEACHER I – ARTS EDUCATION	Bachelor's degree related to any of the arts specialization with at least 18 professional units in education	None required	None required	RA 1080 (Teacher) PBET /LET



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SPECIAL EDUCATION TEACHER I – BASIC EDUCATION	Bachelor's degree in Secondary Education with appropriate major	None required	40 hours of relevant training and workshops in culture and the arts, or TESDA National Certificate (NC) II related to arts	RA 1080 (Teacher) PBET /LET
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4. The assessment for Special Education Teacher I positions shall be based on ***DepEd Order No. 66, s. 2007*** titled ***Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Position*** and ***DepEd Order No. 20, s. 2024*** titled ***Guidelines on Recruitment, Selection and Appointment to Higher Teaching Positions***. Meanwhile, the assessment for Master Teacher I positions shall be based on ***MEC Order No. 10, s. 1959*** titled ***Implementing Rules and Regulations for the System of Career Progression for Public School Teachers***.
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 **orange expandable envelope**:
 - 6.1 Letter of Intent addressed to the Schools Division Superintendent;
 - 6.2 Duly accomplished PDS (CS Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - 6.3 Valid and updated PRC License/ID, if applicable;
 - 6.4 Certificate of Eligibility/ Rating, if applicable;
 - 6.5 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;
 - 6.6 Certificate/s of Training, if applicable;
 - 6.7 Certificate/s of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - 6.8 Latest Appointment, if applicable and;
 - 6.9 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 (Enclosure 1).

Folders (complete with side tabbing) shall contain the required documents and the other documents/ MOVs for the comparative assessment (Enclosure 2). Non-



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submission or late submission of the required documents shall disqualify the applicant from further participation in the ranking.

7. **Teachers with expired licenses shall automatically be disqualified. Unclaimed licenses are considered expired.**
8. After the 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.
9. Qualified applicants shall bring the original copy of the documents/attachments on the day of ranking and present these to the HRMPSB for verification purposes.
10. Immediate and wide dissemination of this Memorandum is desired.


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

Encl.: as stated

References:

DO No. 66, s. 2007

DO No. 20, s. 2024

MEC Order 10, s. 1979

To be included in the Perpetual Index

Under the following:

TEACHERS

HIRING

SCHOOLS

QUALIFICATIONS

AD28



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CHECKLIST OF BASIC REQUIREMENTS

Name of Applicant: _____
 Position Applied for: _____
 Address: _____
 Contact No.: _____
 Person with Disability: Yes () No () Religion: _____
 Solo Parent: Yes () No () Ethnicity: _____

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
a Letter of intent			
b CSC Form 212 (Revised 2017) in 2 copies with the latest 2x2 picture			
c Copy of Updated Eligibility			
d Photocopy of the Performance Ratings in the last rating period(s) covering three (3) years of performance before the assessment, if applicable			
e 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)			

Verified by (HRMO II): _____

Signature Over Printed Name

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath



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EVALUATION CHECKLIST
 (Teaching applicants)

Documents as contained in DepEd Order No. 66, s. 2007	Status of Submission <i>(to be filled out by the applicant; Check if submitted)</i>	Verification <i>(to be filled out by HRMO / Secretariat)</i>	
		Status of Submission <i>(check if complied)</i>	Remarks
1. Performance Rating (IPCRF) SY 2023-2024 SY 2022-2023 SY 2021-2022			
2. Experience (Service Record)			
3. Outstanding Accomplishments			
a. Outstanding Employee Award			
b. Innovations			
c. Research and Development Projects			
d. Publications and Authorship			
e. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars			
4. Education and Training			
1. Education (TOR and/or Certification from College/University Registrar			
2. Certificates of Training (duration of 3 or more days) in the Last 5 Years			

Applicant:

Verified by:

 Signature over printed name

 Signature over printed name