

Department of Education

REGION III SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM NO. 255, s.2025 June 19, 2025

CALL FOR APPLICATIONS FOR VACANT TEACHING POSITIONS IN SDO BATAAN

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 until June 25, 2025, at their respective schools. Schools are directed to forward the documents to the SDO (Attention: Personnel Section).

Position	Position Title (Parenthetical Title, if applicable)	Salary Grade	Place of Assignment		
	ELEMENTARY				
	MASTER TEACHER I	18	SAMAL DISTRICT		
	MASTER TEACHER II	19	SAMAL DISTRICT		
	SPECIAL EDUCATION TEACHER I	13	MARIVELES DISTRICT		
			DINALUPIHAN EAST DISTRICT		
	TEACHER II		LIMAY DISTRICT		
			MARIVELES DISTRICT		
		12	ORANI DISTRICT		
			ORION DISTRICT		
			PILAR DISTRICT		
			SAMAL DISTRICT		
	TEACHER III	13	DINALUPIHAN EAST DISTRICT		
TEACHING			LIMAY DISTRICT		
TEACHING			MARIVELES DISTRICT		
			ORANI DISTRICT		
			ORION DISTRICT		
			PILAR DISTRICT		
			SAMAL DISTRICT		
	JUNIOR HIGH SCHOOL				
			MAGSAYSAY NATIONAL HIGH		
	TEACHER II	12	SCHOOL		
			MARIVELES NATIONAL HIGH		
			SCHOOL -POBLACION (ANNEX)		
	TEACHER III	13	MAGSAYSAY NATIONAL HIGH		
			SCHOOL		















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

		PABLO ROMAN NATIONAL HIGH SCHOOL			
MASTER TEACHER I - MAPEH	18	PABLO ROMAN NATIONAL HIGH SCHOOL			
SENIOR HIGH SCHOOL	SENIOR HIGH SCHOOL				
MASTER TEACHER I - TVL	18	PABLO ROMAN NATIONAL HIGH SCHOOL - SHS			
TEACHER II	12	SDO BATAAN			
TEACHER III	13	PABLO ROMAN NATIONAL HIGH SCHOOL - SHS			
SPECIAL SCIENCE TEACHER I	14	LIMAY NATIONAL HIGH SCHOOL - SHS			

- 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				
POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MASTER TEACHER I (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's Degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher) PBET /LET	
MASTER TEACHER II (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 24 units for a Master's Degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher IIII	None required	RA 1080 (Teacher) PBET /LET	
SPECIAL EDUCATION TEACHER I (ELEMENTARY)	Bachelor's Degree in Education with Specialization in Special Education	None required	None required	RA 1080 (Teacher)	
TEACHER II (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	1-year relevant experience	None required	RA 1080 (Teacher) PBET /LET	















Department of EducationREGION III
SCHOOLS DIVISION OFFICE OF BATAAN

TEACHER III (ELEMENTARY)	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	2 years of relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER II (SECONDARY)	Bachelor of Secondary Education or Bachelor's Degree plus 18 professional units in Education with appropriate major	1-year relevant experience	None required	RA 1080 (Teacher) PBET /LET
TEACHER III (SECONDARY)	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in Education with appropriate major	2 years of relevant experience	None required	RA 1080 (Teacher) PBET /LET
MASTER TEACHER I (SECONDARY)	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
MASTER TEACHER I - TVL (SENIOR HIGH SCHOOL)	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	1 year of teaching experience and 6 months of relevant industry work experience	At least NC* II + TMC** I *Appropriate to the specialization	RA 1080 (Teacher) PBET /LET
TEACHER II (SENIOR HIGH SCHOOL)	Bachelor's degree with a major in the relevant strand/subject; or any. Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	RA 1080 (Teacher) PBET /LET
TEACHER III (SENIOR HIGH SCHOOL)	Bachelor's degree with a major in the relevant strand/subject; or any. Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year of relevant teaching/ industry work experience	4 hours of training relevant to the subject area of specialization	RA 1080 (Teacher) PBET /LET



Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

SPECIAL SCIENCE
TEACHER I
(SENIOR HIGH
SCHOOL)

Bachelor's Degree in a
specialized in Science,
Technology, Engineering,
Mathematics, or other
applied courses as identified
and approved by DOST as
priority S&T courses

None Required None

None Required

RA 1080 (Teacher) PBET /LET

- 4. The assessment for Teacher II and III, Special Education Teacher I and Special Science 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 Positions. Meanwhile, the assessment for Master Teacher I and II 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 **blue 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-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.















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- 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

V Schools Division Superintendent

Encl.: as stated References: DO No. 66, s. 2007 MEC Order 10, s. 1979

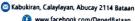
To be included in the Perpetual Index Under the follo TEACHERS

Under the following TEACHERS HIRING SCHOOLS QUALIFICATIONS

AD28















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

CHECKLIST OF BASIC REQUIREMENTS

ements	Status of Submission (To be filled out by		
ements		Verification (To be filled out by HRN	
Basic Documentary Requirements a Letter of intent		Status of Submission (Check if complied)	Remarks
pies with the			
s in the last ars of if applicable			
and veracity of all			
applicant			
ature Over Printed	Name		
NIBUS SWORN S	TATEMENT		
VERACITY			
re true and correc	t, and of my persona	il knowledge and	d belief, an
d/or certified true o	copies thereof.		
ne right to collect a	nd process my person	al information as	s stated abo
tion, and placemen	nt of personnel of the	Department and	for purpose
ns being implemen	ted by the Civil Service	e Commission.	,
	Name and Signa	ature of Applicar	nt
	Vear		
day of	, year		
	day of	Name and Signate a	Name and Signature of Applicar day of, year



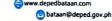


Name of Applicant:



Kabukiran, Calaylayan, Abucay 2114 Bataar











Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

EVALUATION CHECKLIST

(Teaching applicants)

Documents as contained in DepEd Order No. 66, s. 2007		Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)		
			Status of Submission (check if complied)	Remarks	
1. Pe	rformance Rating (IPCRF) SY 2023-2024 SY 2022-2023 SY 2021-2022				
2. Ex	perience (Service Record)				
3. Ou	tstanding 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. Ed	ucation 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			er printed name	











