



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

August 15, 2025

DIVISION ADVISORY
NO. 202, 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. 178, s. 2025**, this Office announces the Vacant Positions for **CHIEF ADMINISTRATIVE OFFICER** at the Department of Education Office III, all interested qualified applicants should submit documents not later than August 23, 2025.

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


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

In compliance with Deped Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O 28, s. 2001 only for the information of Deped Officials, personnel as well as the concerned public.

Encl.: as stated

AD2/AD35

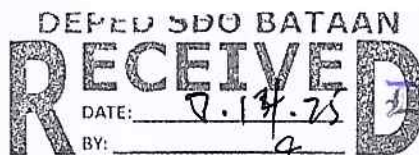


Kabukiran, Celaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"





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



Memorandum:

No. 178 s.2025

ANNOUNCEMENT OF VACANT POSITION

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

The position of **CHIEF ADMINISTRATIVE OFFICER** is slated to be filled up to wit:

ITEM NUMBER	SALARY GRADE	PLACE OF ASSIGNMENT
OSEC-DECSB-CADOF-150024-2004	24	Finance Division

QUALIFICATION STANDARDS

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Masters Degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	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 August 23, 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;
8. Photocopy of latest appointment, if applicable;



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

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 hand in or send through courier/ email their application documents to:

ERLINDA M. DE LEON
Administrative Officer IV
region3@deped.gov.ph

RONNIE S. MALLARI, PhD, CESO V
Regional Director

AO1:per1 per2