



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

September 23, 2025

DIVISION ADVISORY

NO. 242 s.2024

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 **Regional Memorandum No. 297 s. 2025**, this Office announces the Vacant Positions for **Deputy Director for Student and Academic Affairs (Director II)** and **Deputy Director for Administration (Director II)** at the Department of Education Office III, all interested qualified applicants should submit documents not later than September 30, 2025.

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

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

AD2/AD35



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

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BY: _____

Regional Memorandum:
No. 297, s.2025

ANNOUNCEMENT OF VACANT POSITIONS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

The following vacant positions at **Bataan High School for the Arts** are slated to be filled up to wit:

POSITION TITLE	SALARY GRADE
Deputy Director for Student and Academic Affairs (Director II)	26
Deputy Director for Administration (Director II)	26

QUALIFICATION STANDARDS

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Deputy Director for Student and Academic Affairs (Director II)	Masters Degree relevant to any art specializations such as Music, Dance, Visual Arts, Creative Writing, Theater Arts, and Multimedia Arts	5 years of supervisory experience, 3 years of which involve administrative/ leadership, experience in an arts or cultural institution/ organization	80 hours of seminar/ training in the areas of arts, arts management, or arts-related course and 40 hours of management / supervision/ leadership	Career Service Professional/ Second Level Eligibility
Deputy Director for Administration (Director II)	Masters Degree relevant to job (Administration, Development Planning, Supervision	5 years of supervisory experience, 3 years of which involve administrative/ leadership, experience in an arts or cultural institution/ organization	80 hours of seminar/ training in the areas of arts, arts management, or arts-related course and 40 hours of management / supervision/ leadership	Career Service Professional/ Second Level Eligibility



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Interested qualified applicants should signify their interest in writing. Attach the following documents to the letter of intent/ application letter **not later than September 30, 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;
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.

All interested applicants will be notified accordingly and are advised to send their application documents to region3@deped.gov.ph

RONNIE S. MALLARI, PhD, CESO V
Regional Director