



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

**DIVISION MEMORANDUM**  
**NO. 364** s.2025

SEP 05 2025

**SCHEDULE OF PAPER EVALUATION / INTERVIEW AND EXAMINATION OF  
QUALIFIED APPLICANTS FOR VACANT NON-TEACHING AND RELATED TEACHING  
POSITIONS IN SDO BATAAN**

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

1. In compliance with **DepEd Order No. 007, s. 2023 (Guidelines on the Recruitment, Selection, and Appointment in the Department of Education)**, **DepEd Order No. 021, s. 2024 (Amendments and Additional Provisions)**, and pertinent **Civil Service Commission (CSC) rules and regulations**, this Office hereby announces the conduct of the **Paper Evaluation, Interview, and Examination** for qualified applicants for vacant Non-Teaching and related Teaching positions in SDO Bataan.

Date/Time/Place of Paper Evaluation	RANKING	POSITIONS	DIVISION MEMORANDUM NO. (TITLE)
Date: <b>SEPTEMBER 15, 2025</b> Time: <b>10:00 am onwards</b> Place: <b>SDO Bataan</b>	SDO BATAAN	ADMINISTRATIVE AIDE III	<b>DM. 299, S. 2025</b> "Call for applications for vacant non-teaching and related teaching positions in SDO Bataan"
	ABUCAY DISTRICT	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	
	DINALUPIHAN EAST DISTRICT		
	SDO BATAAN		
Date: <b>SEPTEMBER 16, 2025</b> Time: <b>9:00 am onwards</b> Place: <b>SDO Bataan</b>	JC PAYUMO MEMORIAL HIGH SCHOOL	ADMINISTRATIVE ASSISTANT II (CLERK IV)	
	MARIVELES NATIONAL HIGH SCHOOL – SITIO MABUHAY		
	SDO BATAAN		
Date: <b>SEPTEMBER 17, 2025</b> Time: <b>9:00 am onwards</b> Place: <b>SDO Bataan</b>	SDO BATAAN	ADMINISTRATIVE AIDE VI (CLERK III)	
	MARIVELES NATIONAL HIGH SCHOOL - CABCABEN	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	
	BATAAN SCHOOL OF FISHERIES	AGRICULTURAL TECHNICIAN II	



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"We Mould Heroes"







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Date: <b>SEPTEMBER 18, 2025</b> Time: <b>9:00 am onwards</b> Place: <b>SDO Bataan</b>	ELEMENTARY	HEAD TEACHER III	
Date: <b>SEPTEMBER 19, 2025</b> Time: <b>9:00 am onwards</b> Place: <b>SDO Bataan</b>	ELEMENTARY	HEAD TEACHER I	
	LUAKAN NATIONAL HIGH SCHOOL	HEAD TEACHER III – FILIPINO	
	ORANI NATIONAL HIGH SCHOOL – PARANG PARANG	HEAD TEACHER III – T.L.E	

2. Instructions to the HRMPSB Members:

**2.1 Strict Adherence to Merit and Fitness**

Ensure all deliberations, interviews, and evaluations strictly follow the principles of merit, fitness, and equality as mandated by the 1987 Constitution (Art. IX-B, Sec. 2[2]), CSC MC No. 10, s. 2005, and DepEd's recruitment guidelines.

**2.2 Confidentiality of Proceedings**

Maintain the confidentiality of documents, applicant scores, and HRMPSB deliberations, consistent with Data Privacy Act of 2012 (RA 10173).

**2.3 Avoidance of Conflict of Interest**

Any HRMPSB member with personal or professional conflict of interest with an applicant shall inhibit from the evaluation process (DepEd Order 007, s. 2023, Sec. 12).

**2.4 Documentation**

Ensure that all results (paper evaluation, interview, test scores, and deliberations) are properly documented, signed by the HRMPSB, and submitted to the SDS for approval.

3. Instructions to the Applicants:

**3.1 Documentary Requirements**

Submit complete and authenticated documentary requirements before the evaluation date. Incomplete submissions may result in disqualification in accordance with DepEd Order 007, s. 2023.

**3.2 Timeliness**

Report to the designated venue on the scheduled date and time. Latecomers will not be accommodated except for valid reasons beyond their control, subject to approval by the HRMPSB.

**3.3 Identification and Examination**

Bring at least one (1) government-issued ID for verification.  
Only applicants listed as qualified in DM 299, s. 2025 ("Call for Applications") will be allowed to participate.



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**3.4 Professionalism**

Applicants are expected to observe proper decorum and professional conduct during interviews and examinations.

4. This Memorandum shall take effect immediately. The results of the evaluation, interview, and examination will be published in accordance with **CSC and DepEd rules on transparency**.
5. Immediate and wide dissemination of this Memorandum is desired.

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

**References:**

- DepEd Order No. 007, s. 2023
- DepEd Order No. 021, s. 2024
- CSC Memorandum Circular No. 10, s. 2005

**To be included in the Perpetual Index**

Under the following subjects:

- NON-TEACHING
- HIRING
- HRMPSB
- RECRUITMENT AND SELECTION