



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

September 5, 2025

DIVISION MEMORANDUM
NO 369, S.2025

**CALL FOR APPLICATIONS FOR VACANT NON-TEACHING AND RELATED
TEACHING POSITIONS IN SDO BATAAN**

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

1. This Office hereby **calls for applications** for the ranking and selection of qualified candidates for vacant non-teaching and related teaching positions in the Schools Division of Bataan. Submission of application documents shall be until **September 10, 2025** at the Schools Division Office, Personnel Unit.

Category	Position Title	Salary Grade	Place of Assignment
Non-Teaching	Administrative Assistant III (Senior Bookkeeper)	SG-9	Magsaysay National High School
	Administrative Officer II (Administrative Officer I) - Procurement	SG-11	SDO Bataan
	Administrative Officer II (Administrative Officer III) - Procurement	SG-15	
	Legal Assistant I	SG-10	
	Medical Officer III	SG-21	SDO Bataan
	Security Guard I	SG-3	Luakan National High School - Main
Related Teaching	Head Teacher III - Math	SG-16	Senior High School



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2. The **schedule and venue** of the **paper evaluation, behavioral event interviews, and examinations** shall be announced later through a Division Advisory.
3. Applicants are reminded to **ensure that they meet the Civil Service Revised Qualification Standards** as summarized below:

Position Title	Education	Experience	Training	Eligibility
ADMINISTRATIVE ASSISTANT III	Completion of 2 years studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 Hours of relevant training	1 Year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility
ADMINISTRATIVE OFFICER II	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility
ADMINISTRATIVE OFFICER IV	Bachelor's degree relevant to the job	4 Hours of relevant training	1 Year of relevant experience	Career Service (Professional) / Second Level Eligibility
LEGAL ASSISTANT I	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) / Second Level Eligibility
MEDICAL OFFICER III	Doctor of Medicine	None Required	None Required	RA 1080 (Doctor of Medicine)
SECURITY GUARD I	High School Graduate	None Required	None Required	Security Guard License (MC 10 s. 2013 Category IV)
HEAD TEACHER III	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with an appropriate field of specialization	HT for 2 year; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

4. The assessment and ranking process shall strictly adhere to:
 - **DepEd Order No. 007, s. 2023** – *Guidelines on Recruitment, Selection, and Appointment in the Department of Education;*
 - **DepEd Order No. 021, s. 2024** – *Amendments to DepEd Order No. 007, s. 2023; and*



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- Civil Service Commission (CSC) rules and regulations on appointment and promotion.

5. Applicants must:

- 5.1 Submit **one (1) complete set** of the required documents enclosed in a **green expandable envelope** properly labeled with the applicant's **Name, Position Applied For, and Contact Number**.
- 5.2 Ensure that all documents are **authentic, duly signed, and valid** at the time of submission. Falsification or misrepresentation shall be a ground for **disqualification** and possible legal action under existing civil service laws.
- 5.3 Provide the following:
 - 5.3.1 Letter of Intent addressed to the Schools Division Superintendent
 - 5.3.2 Duly accomplished Personal Data Sheet (CS Form 212, Revised 2025) with Work Experience Sheet;
 - 5.3.3 Transcript of Records and Diploma (and Post-graduate credentials, if applicable);
 - 5.3.4 Certificates of Eligibility, PRC License/ID, or Rating (as applicable);
 - 5.3.5 Certificates of Training and Employment/Service Record (as applicable);
 - 5.3.6 Latest Performance Rating covering one (1) year, if employed;
 - 5.3.7 Omnibus Sworn Statement/Certification of Authenticity and Veracity of Documents and Data Privacy Consent Form (Notarized).

NOTE: Late or incomplete submissions shall not be entertained. Only documents submitted on or before the deadline shall be considered in the evaluation.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall:

- 6.1 Ensure a **fair, objective, and transparent** evaluation based on the Qualification Standards of each position and the criteria prescribed in DepEd and CSC issuances.
- 6.2 Observe **merit, fitness, and equal opportunity principles**, giving due consideration to applicants regardless of sex, sexual orientation, gender identity and expression (SOGIE), civil status, religion, political affiliation, disability, or ethnicity.
- 6.3 Conduct **paper evaluation, behavioral event interviews, and examinations** in accordance with the announced schedule.
- 6.4 Require applicants to present **original copies** of submitted documents for verification during the evaluation and ranking.
 - 6.4.1 Prepare and post the **Initial Evaluation Results (IER)** at depedbataan.com and notify qualified



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applicants at least two (2) days before the ranking process.

6.4.2 Maintain strict compliance with **data privacy laws** and **confidentiality** of applicant information.

- 6.5 Enclosed as attachments to this Memorandum are the following:
6.6 CHECKLIST OF BASIC REQUIREMENTS
6.7 EVALUATION CHECKLIST

7. All concerned are directed to give this Memorandum **immediate and wide dissemination** to ensure maximum participation and compliance.


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

References:

- DepEd Order No. 007, s. 2023
- DepEd Order No. 021, s. 2024

To be included in the Perpetual Index under the following subjects:
HIRING | PROMOTIONS | QUALIFICATIONS

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For Excellence in Quality Education
2023



PHILIPPINE QUALITY STANDARD
FOR EXCELLENCE
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Enclosure 1 to Division Memorandum No. _____, s. 2025

CHECKLIST OF BASIC REQUIREMENTS

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

Email Address: _____

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 2025) in 2 copies with latest 2x2 picture			
c	Copy of Updated Eligibility			
d	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to 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:

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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Enclosure 2 to Division Memorandum No. , s. 2025

EVALUATION CHECKLIST

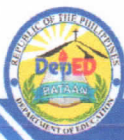
Documents as contained in DepEd Order No. 007, s. 2023	Status of Submission (to be filled out by the applicant; Check if submitted)	Verification (to be filled out by HRMO / Secretariat)	
		Status of Submission (check if complied)	Remarks
Education			
Training			
Experience			
Performance Rating			
Outstanding Accomplishments			
1. Outstanding Employee Awards			
2. Research and Innovations			
3. Subject matter expert			
4. Resource Speaker			
5. NEAP accredited learning			
Application of Education			
Application of Learning & Development (L&D)			

Applicant:

Verified by:

Signature over printed name

Signature over printed name



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