



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

OCT 07 2025

DIVISION MEMORANDUM
NO. 441, s.2025

**SCHEDULE OF PAPER EVALUATION / INTERVIEW AND EXAMINATION OF
QUALIFIED APPLICANTS FOR VACANT NON-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 positions in SDO Bataan.

Date/Time/Place of Paper Evaluation	RANKING	POSITIONS	DIVISION MEMORANDUM NO. (TITLE)
Date: OCTOBER 8, 2025 Time: 8:00 am – Written Examination 9:00 am – Paper Evaluation Place: SDO Bataan	SDO BATAAN	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I) - PROCUREMENT	DM. 369, S. 2025 "Call for applications for vacant non- teaching and related teaching positions in SDO Bataan"
		ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER III) - PROCUREMENT	



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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.

3.4 Professionalism

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



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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
- HRMP SB
- RECRUITMENT AND SELECTION