



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

DIVISION MEMORANDUM
NO. 522, S.2025

November 19, 2025

**CALL FOR APPLICATIONS FOR VACANT SCHOOL ADMINISTRATION POSITIONS
AND NON-TEACHING POSITION 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. The Schools Division Office of Bataan invites qualified, committed, and aspiring educators to apply for the various vacant non-teaching/related teaching and school administration positions listed below. This call aligns with the Civil Service Commission (CSC) Revised Qualification Standards, the Department of Education's recruitment policies, and relevant DepEd Orders such as **DepEd Order No. 07, s. 2023** titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education and **DepEd Order No. 020, s. 2024** titled Amendments to DepEd Order No. 07, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education).
2. Applicants are highly encouraged to participate in this opportunity to contribute to the delivery of quality, inclusive, and learner-centered education in the Schools Division of Bataan.
3. The LIST OF VACANT POSITIONS consists of *Position titles, item numbers, salary grades, and place of assignment, as follows:*

Position Title	Item Number	Salary Grade	Place of Assignment
Assistant School Principal II (Senior High School)	OSEC-DECSB-ASP2-150025-2016 OSEC-DECSB-ASP2-150027-2016 OSEC-DECSB-ASP2-150032-2016 OSEC-DECSB-ASP2-150035-2016 OSEC-DECSB-ASP2-150037-2016 OSEC-DECSB-ASP2-150038-2016	SG 19	Division of Bataan (Senior High School)



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Position Title	Item Number	Salary Grade	Place of Assignment
Medical Officer III	OSEC-DECSB-MDOF3-150046-2010	SG 21	SDO Bataan
Administrative Aide III (Utility Worker II)	OSEC-DECSB-ADA3-150040-2004	SG 3	SDO Bataan
Administrative Aide IV (Driver)	OSEC-DECSB-ADA4-150049-2004	SG 4	SDO Bataan
Administrative Assistant II	OSEC-ADAS2-DECSB-150545-2016	SG 9	SDO Payroll Unit
Administrative Assistant II (Sr. Bookkeeper)	OSEC-DECSB-ADAS3-150014-2004 OSEC-DECSB-ADAS3-15002902004	SG 9	SDO Bataan - Accounting Unit Mariveles NHS (Cabcben)
Administrative Officer II	OSEC-DECSB-ADOF2-150067-2022	SG 11	Division of Bataan
Guidance Counselor II	OSEC-DECSB-GUIDC2-150002-1998 OSEC-DECSB-GUIDC2-150019-2016 OSEC-DECSB-GUIDC2-150043-2016	SG 12	Lamiao NHS SDO Bataan (Senior High School) SDO Bataan (Senior High School)
Planning Officer II	OSEC-DECSB-PLO2-150133-2021	SG 15	Bataan School for the Arts
Medical Officer III	OSEC-DECSB-MDOF3-150011-2021	SG 21	Bataan School for the Arts
Librarian II	OSEC-DECSB-LIB2-150008-2021	SG 14	Bataan School for the Arts
Project Development Officer II	OSEC-DECSB-PDO2-150006-2021	SG 15	Bataan School for the Arts



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4. The following tables present the CSC Revised Qualification Standards for each position, categorized by **Education**, **Experience**, **Training**, and **Eligibility**.

Position Title	Education	Experience	Training	Eligibility
Assistant School Principal II (Senior High School)	Bachelor's degree in Education or its equivalent with major/minor, OR Bachelor's degree in Arts & Sciences with 10 units in professional education	2 years relevant experience	8 hours relevant training	RA 1080 plus NEAP Principal's Test
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Doctor of Medicine)
Administrative Aide III (Utility Worker II)	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013 Category III)
Administrative Aide IV (Driver)	Elementary School Graduate	None Required	None Required	Professional Drivers (MC 10 s. 2013 Cat IV)
Administrative Asst. II	Completion of two (2) years studies in college	One (1) yr of relevant experience	4 hrs relevant training	CS Sub-Prof
Administrative Asst III (Sr. Bookkeeper)	Completion of two (2) years studies in college (Preferably Accounting major)	One (1) yr of relevant experience	4 hrs relevant training	CS Sub-Prof
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/ Second Level Eligibility
Guidance Counselor II	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Project Development Officer II	Bachelor's degree relevant to the job	One yr(1) relevant experience	4 hrs relevant training	CS Prof/ Second Level Eligibility
Planning Officer II	Bachelor's degree relevant to the job	At least one yr relevant experience	4 hrs. relevant training	CS Prof/ Second Level Eligibility
Librarian II	Bachelor's degree in Library Science or Information Science or Bachelor's of Science in Education/Arts major in Library Science	1 year relevant experience	4 hours of relevant training	RA 1080 (Librarian)



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5. Applicants must submit **two (2) complete sets** in an **orange expandable envelope** properly labeled with the applicant's **Name, Position Applied For, and Contact Number**.
 - 5.1 **Envelope 1: Checklist of Basic Requirements (Enclosure No. 1)**
 - 5.2 **Envelope 2: Evaluation Checklist (Enclosure No. 2)**
6. All documents must be **authentic, duly signed, and valid** at the time of submission. Any falsification or misrepresentation shall result in disqualification and appropriate legal action per CSC rules. Deadline for submission: **November 21, 2025**, at the Records Section, SDO Bataan.
7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall:
 - 7.1 Ensure a **fair, transparent, and objective** evaluation based on applicable CSC and DepEd guidelines.
 - 7.2 Uphold the principles of **merit, fitness, and equal opportunity**, with due consideration to all applicants regardless of SOGIE, civil status, religion, political affiliation, disability, or ethnicity.
 - 7.3 Conduct paper evaluation, behavioral event interviews, and examinations.
 - 7.4 Require original documents for verification during ranking.
 - 7.5 Release the **Initial Evaluation Results (IER)** via depedbataan.com and notify qualified applicants at least two (2) days prior to the ranking process.
 - 7.6 Maintain strict compliance with **Data Privacy laws**.
8. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) is presented below:

Role	Name / Position
Chairperson	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent
Member	RAMON C. PEREZ / MILAGROS M. PEÑAFLO Chief Education Supervisor
Member	PILAR C. IGNACIO Administrative Officer V
Member	MA. LIZA A. MANUEL Administrative Officer IV / HRMO II
Member	School Head/Chief Education Supervisor where the vacancy exists
Member	Representative of the Accredited Employees' Union



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Role	Name / Position
Secretariat	JUMEL C. CARAIG
Secretariat	XANDREA KEITH B. DE SILVA
Secretariat	ANDREA FAYE Q. QUICHO

9. The following are the proposed timelines for the recruitment, evaluation, and selection activities:

Activity	Proposed Date	Person Responsible
Submission and receipt of basic application documents for initial evaluation	November 21, 2025	Applicants
Initial evaluation of qualifications of applicants	November 24, 2025	HRMO II Personnel Unit
Issuance of notification to qualified and disqualified applicants	November 25, 2025	HRMO II Personnel Unit
Comparative Assessment and Conduct of Behavioral Event Interview (BEI)	November 27–28, 2025	HRMPSB Secretariat
Conduct of Background Investigation	November 29–30, 2025	HRMPSB Secretariat



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Activity	Proposed Date To follow upon completion	Person Responsible HRMPSB Secretariat
Posting of Results on the SDO Website		

10. Late or incomplete submissions shall **not** be entertained. The final schedule and venue for evaluation, interviews, and examinations shall be announced through a Division Advisory.
11. Enclosures No. 1 and 2 contain Checklist of Basic Requirements and Evaluation Checklist respectively.
12. Immediate and wide dissemination of this Memorandum is earnestly desired.


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

References:
DO No. 007 s. 2023
DO No. 021 s. 2024
To be included in the Perpetual Index
Under the following:
HIRING
PROMOTIONS
QUALIFICATIONS

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CHECKLIST OF BASIC REQUIREMENTS

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

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 2017) 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

Enclosure 2 to Division Memorandum No. _____, s. 2025



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

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

"We Mould Heroes"





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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