



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

DIVISION MEMORANDUM
NO. 523, S.2025

NOV 19 2025

CALL FOR APPLICATIONS FOR VACANT 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 teaching 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, **DepEd Order No. 020, s. 2024** shall be used for Teacher I, II, III, SPET I (Music and Media Arts), SPST I for both elementary and secondary schools and **MEC No. 10, s. 1979** shall be used for Master Teacher position due to its publication on June 17, 2025.
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
Teacher III	OSEC-DECSB-TCH3-150948-2001	SG-13	Pilar District
Teacher II	OSEC-DECSB-TCH2-151323-1998 / OSEC-DECSB-TCH2-150188-2022	SG-12	Morong District
Teacher III	OSEC-DECSB-TCH3-150452-2011 / OSEC-DECSB-TCH3-150004-2003	SG-13	Abucay District



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

Position Title	Item Number	Salary Grade	Place of Assignment
<i>Teacher III (SHS)</i>	OSEC-DECSB-TCH3-150937-2016	SG-13	E.C. Bernabe NHS
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150366-2017 / 150768-2016 / 150368-2017	SG-12	E.C. Bernabe NHS
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150337-2017	SG-12	Mariveles NHS – Sitio Mabuhay
<i>Teacher III</i>	OSEC-DECSB-TCH3-150460-2024 / 151663-2019	SG-13	Samal NHS
<i>Teacher II</i>	OSEC-DECSB-TCH2-150173-2024	SG-12	Sta. Lucia HS
<i>Teacher II</i>	OSEC-DECSB-TCH2-150155-2023	SG-12	Baseco NHS
<i>Master Teacher II (Science)</i>	OSEC-DECSB-MTCHR2-150002-2005	SG-19	Balsik NHS
<i>Teacher II</i>	OSEC-DECSB-TCH2-151505-2022	SG-12	Balsik NHS
<i>Teacher III</i>	OSEC-DECSB-TCH3-154018-2022	SG-13	B. Camacho NHS
<i>Teacher II</i>	OSEC-DECSB-TCH2-150439-2017	SG-12	Pablo Roman NHS-SHS
<i>Master Teacher I</i>	OSEC-DECS-MTCHR1-150221-2016	SG-18	MNHS-Sitio Mabuhay
<i>Teacher III / II</i>	OSEC-DECSB-TCH3-150790-2023 OSEC-DECSB-TCH2-150334-	SG-13 / SG-12	MNHS-Camaya



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

Position Title	Item Number	Salary Grade	Place of Assignment
	2023,150876-2023,		
<i>Teacher III</i>	OSEC-DECSB-TCH3-150123-2002	SG-13	Bagac NHS–Parang
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150293-2017 / 150364-2017 / 150291-2017	SG-12	Bagac NHS–Parang
<i>Teacher II</i>	OSEC-DECSB-TCH2-150813-2016 / 150863-2016	SG-12	Morong NHS–SHS
<i>SPST I</i>	OSEC-DECSB-SPST1-150818-2018 / 150816-2018 / 150035-2025	SG-13	B. Camacho NHS–SHS, GEPSICHs, Bataan School of Fisheries
<i>Teacher II</i>	OSEC-DECSB-TCH2-150075-2020	SG-12	Ipag NHS
<i>Teacher II</i>	OSEC-DECSB-TCH2-150560-2018	SG-12	MNHS–Poblacion
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150317-2017 / 150295-2017	SG-12	SHS Bataan School of Fisheries
<i>SPET I (Music/Media Arts)</i>	OSEC-DECSB-SPET1-150009-2021 / 150005-2021	SG-14	Bataan School for the Arts
<i>Teacher III</i>	OSEC-DECSB-TCH3-150013-1998 / 151937-1998	SG-13	Orani District
<i>Teacher II</i>	OSEC-DECSB-TCH2-150442-2014	SG-12	Mariveles District



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

Position Title	Item Number	Salary Grade	Place of Assignment
<i>Teacher III</i>	OSEC-DECSB-TCH3-150290-1999	SG-13	Dinalupihan East District
<i>Teacher III</i>	OSEC-DECSB-TCH3-150049-2015 / 150047-2015	SG-13	Orani NHS–Main
<i>Teacher III (JHS)</i>	OSEC-DECSB-TCH3-151475-2020	SG-13	JEAG Memorial HS
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150890-2023	SG-12	JEAG Memorial HS
<i>Teacher III</i>	OSEC-DECSB-TCH3-153772-2022	SG-13	St. Francis HS

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

Education	Experience	Training	Eligibility
Bachelor's Degree in Education or relevant field with at least 18 units in Professional Education	2 years teaching experience	16 hours in Curriculum, Pedagogy, or Subject Specialization (within last 5 years)	RA 1080 (Teacher)

For Teacher II

Education	Experience	Training	Eligibility
Bachelor's Degree in Education or relevant field with at least 18 units in Professional Education	1 year teaching experience	8 hours in Curriculum, Pedagogy, or Subject Specialization (within last 5 years)	RA 1080 (Teacher)



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

For Master Teacher I & II

Education	Experience	Training	Eligibility
<i>Master Teacher II (Science):</i> BSED or Bachelor's + 18 prof. units + 24 units in Master's in Education or equivalent	1 year as MT I or 4 years as TIII	4 hours relevant training	RA 1080 (Teacher)
<i>Master Teacher I (SHS Academic):</i> Master's degree in relevant subject + 18 prof. units	5 years teaching/industry experience	24 hours relevant training	RA 1080 (Teacher-Secondary)

Teacher II (SHS – Academic Track & Core Subjects)

Education	Experience	Training	Eligibility
Bachelor's degree w/ major in relevant subject + 18 prof. units, OR any Bachelor's degree w/ at least 6 units toward Master's + 18 prof. units	1 year teaching or industry experience in relevant strand	8 hours in Curriculum/Pedagogy/Subject Specialization	RA 1080 (Teacher-Secondary)

Teacher II (SHS- Technical Vocational Track)

Education	Experience	Training	Eligibility
Bachelor's degree relevant to the area of specialization + 18 prof. units, OR any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization + 18 prof. units	1 year experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) 1 is relevant technical-vocational course(s) in the area of specialization	RA 1080 (Teacher-Secondary)



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

Teacher III (SHS – Academic Track & Core Subjects)

Education	Experience	Training	Eligibility
Bachelor's degree w/ major in relevant subject + 18 prof. units, OR Bachelor's w/ at least 12 units toward Master's + 18 prof. units	2 years teaching or industry experience in relevant strand	16 hours in Curriculum/Pedagogy/Subject Specialization	RA 1080 (Teacher-Secondary)

Teacher III (SHS- Technical Vocational Track)

Education	Experience	Training	Eligibility
Bachelor's degree relevant to the area of specialization + 18 prof. units, OR any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization + 18 prof. units	2 years experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) 1 is relevant technical-vocational course(s) in the area of specialization	RA 1080 (Teacher-Secondary)

For Special Science Teacher I

Education	Experience	Training	Eligibility
Bachelor's degree in a specialized STEM field (Science, Technology, Engineering, Mathematics, or other DOST-approved S&T priority courses)	None required	None required	RA 1080 (Teacher – Secondary); if not LET eligible, must pass LET within 5 years



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

Education	Experience	Training	Eligibility
approved S&T priority courses)			

For SPET I (Music & Media Arts)

Education	Experience	Training	Eligibility
Bachelor's degree related to arts specialization (Music/Media Arts) with at least 18 professional units in Education	None required	None required	RA 1080 (Teacher – Secondary)

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**.



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

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. PEÑAFLOR 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
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	November 27-28, 2025	HRMPSB Secretariat



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

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. 020 s. 2024

To be included in the Perpetual Index

Under the following:

HIRING

PROMOTIONS

QUALIFICATIONS

S1/AD5



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

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 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. (For Master Teacher three (3) consecutive years)			
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



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

Enclosure 2 to Division Memorandum No. , s. 2025

EVALUATION CHECKLIST

Documents as contained in DepEd Order No. 20, s. 2024	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