



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

DIVISION MEMORANDUM
NO. 548 S.2025

DEC 16 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 Master Teacher I.
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 POSITION consists of *Position titles, item numbers, salary grades, and place of assignment, as follows:*

Position Title	Item Number	Salary Grade	Place of Assignment
<i>Master Teacher I</i>	OSEC-DECSB-MTCHR1-1500081-2023	SG-18	Pablo Roman NHS

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

For Master Teacher I

Education	Experience	Training	Eligibility
<i>Master Teacher I (MAPEH):</i> Master's degree in Education, or Educational Leadership, or	5 years teaching experience	24 hours relevant training in any of or a cumulative of the following: Curriculum, Pedagogy,	RA 1080 (Teacher-Secondary)



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Education	Experience	Training	Eligibility
Educational Management, or relevant subject or learning area		Subject Specialization and 8 hours of training in instructional Supervision acquired within the last 5 years of Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	

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: **December 19, 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**.



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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. 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	December 19, 2025	Applicants
Initial evaluation of qualifications of applicants	December 22, 2025	HRMO II Personnel Unit
Issuance of notification to qualified and disqualified applicants	December 23, 2025	HRMO II Personnel Unit
Comparative Assessment and Conduct of Behavioral Event Interview (BEI)	December 26, 2025	HRMPSB Secretariat



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

10. Late or incomplete submissions shall **not** be entertained.
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

SL/ADS



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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



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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 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