



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

DIVISION MEMORANDUM
NO. 573, S.2025

DEC 26 2025

CALL FOR APPLICATIONS FOR VACANT SCHOOL ADMINISTRATION AND NON-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. The Schools Division Office of Bataan invites qualified, committed, and aspiring individuals to apply for various vacant non-teaching, related-teaching and school administration positions listed below. This call for applications is aligned with the Civil Service Commission (CSC) Revised Qualification Standards, the Department of Education's recruitment policies, and relevant DepEd issuances, including **DepEd Order No. 07, s. 2023** (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) and **DepEd Order No. 020, s. 2024** (Amendments to DepEd Order No. 07, s. 2023).
2. Applicants are highly encouraged to participate and take 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 includes:

Position Title	Item Number	Salary Grade	Place of Assignment
Administrative Aide I	OSEC-DECSB-ADA1-150001-2021	SG- 1	SDO Bataan
	OSEC-DECSB-ADA1-150057-2022	SG-1	
	OSEC-DECSB-ADA1-150064-2022	SG-1	
Administrative Asst II (Disbursing Officer)	OSEC-DECSB-ADAS2-150211-2017	SG-8	SDO-Bataan (Pilar District)
Administrative Asst III	OSEC-DECSB-150131-2021	SG-9	BHSA
Project Development Officer I	OSEC-DECSB-PDO1-150025-2016	SG- 11	SDO- SGOD
Administrative Officer II	OSEC-DECSB-ADOF2-150066-2022	SG 11	Division of Bataan



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Position Title	Item Number	Salary Grade	Place of Assignment
	OSEC-DECSB-ADOF2-150438-2021	SG-11	
School Librarian I	OSEC-DECSB-SL1-150001-1998	SG-11	Bataan School of Fisheries
Guidance Counselor III	OSEC-DECSB-GUIDC3-150009-2005	SG-13	Luakan Nhs - Main
Librarian II	OSEC-DECSB-LIB2-150008-2021	SG-14	Bataan School for the Arts
HT III (English)	OSEC-DECSB-HTEACH3-150052-2016	SG-16	Magsaysay NHS
HT III (Filipino)	OSEC-DECSB-HTEACH3-150052-1998	SG-16	B. Camacho NHS
HT III (Math)	OSEC-DECSB-HTEACH3-150051-1999	SG-16	MNHS-Cabcaben
HT III (TLE)	OSEC-DECSB-HTEACH3-150053-2002	SG-16	MNHS-Poblacion
HT III (AP)	OSEC-DECSB-HTEACH3-150040-2011	SG-16	J. C. Payumo MHS
HT III (Math)	OSEC-DECSB-HTEACH3-150016-2008	SG-16	Pagalanggang NHS
HT III (Science)	OSEC-DECSB-HTEACH3-150014-2016	SG-16	J. C. Payumo MHS
HT I (Math)	OSEC-DECSB-HTEACH1-150008-2005	SG-14	Luakan NHS
Head Teacher III	OSEC-DECSB-HTEACH3-150009-2005	SG-16	Elementary
School Principal III	OSEC-DECSB-SP3-150023-2021	SG-21	Elementary
Medical Officer III	OSEC-DECSB-MDOF3-150011-2021	SG-21	Bataan School for the Arts
Medical Officer III	OSEC-DECSB-MDOF3-150046-2010	SG-21	SDO Bataan

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
Administrative Aide I	Must be able to read and write	None Required	None Required	None



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Position Title	Education	Experience	Training	Eligibility
Administrative Asst II (Disbursing Officer)	Completion of two (2) years studies in college	One (1) yr of relevant experience	4 hrs relevant training	CS Sub-Prof
Administrative Asst. III	Completion of two (2) years studies in college	One (1) yr of relevant experience	4 hrs relevant training	CS Sub-Prof
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/Second Level Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/Second Level Eligibility
School Librarian	Bachelor's degree in Library Science or Information Science or Bachelor's of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)
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)
Head Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or TIC for 2 years; or Teachers for 5 years	24 hours of relevant training	RA 1080 (Teacher)
School Principal III	Master degree in Education, or Educational Management, or Educational Leadership or Master degree in relevant learning area with at least 15 units in Management	5 years experience and 3 years experience in school management and operations	40 hours of training in any of or a cumulative of the following Curriculum, Pedagogy, School Management and Operations, Instructional	RA 1080, as amended (Teacher)



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Position Title	Education	Experience	Training	Eligibility
			Leadership acquired within the last 5 years	
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Doctor of Medicine)
Guidance Counselor III	Master's Degree in Guidance and counseling	None Required	None Required	RA 1080 (Guidance Counselor)

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**.
 - a. **Envelope 1: Checklist of Basic Requirements (Enclosure No. 1)**
 - b. **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: **January 9, 2026**, at the Records Section, SDO Bataan.
7. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall:
 - a. Ensure a **fair, transparent, and objective** evaluation based on applicable CSC and DepEd guidelines.
 - b. 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.
 - c. Conduct paper evaluation, behavioral event interviews, and examinations.
 - d. Require original documents for verification during ranking.
 - e. Release the **Initial Evaluation Results (IER)** via depedbataan.com and notify qualified applicants at least two (2) days prior to the ranking process.
 - f. Maintain strict compliance with **Data Privacy laws**.
8. The composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) is presented below:



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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	January 9, 2026	Applicants
Initial evaluation of qualifications of applicants	January 12, 2026	HRMO II Personnel Unit
Issuance of notification to qualified and disqualified applicants	January 12, 2026	HRMO II Personnel Unit



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Activity	Proposed Date	Person Responsible
Comparative Assessment and Conduct of Behavioral Event Interview (BEI)	January 14-15, 2026	HRMPSB Secretariat
Conduct of Background Investigation	January 16, 2026	HRMPSB Secretariat
Posting of Results on the SDO Website	To follow upon completion	HRMPSB Secretariat

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

NON TEACHING

PROMOTIONS

QUALIFICATIONS

SCHOOL ADMINISTRATION

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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			
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. 21 s. 2024 as amended (DepEd Order No. 07 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