



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

DIVISION MEMORANDUM
NO. 574 S.2025

December 26, 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 Order No. 020, s. 2024** shall be used for Master Teacher II, Master Teacher I, Teacher I, II, III, SPET I (Music and Media Arts), SPST I for both elementary and secondary schools
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 II	OSEC-DECSB-TCH2-151374-1998	SG-12	Orion District
Teacher II	OSEC-DECSB-TCH2-150442-2014	SG-12	Mariveles District
Teacher II	OSEC-DECSB-TCH2-150106-2007	SG-12	Dinalupihan District
Teacher II	OSEC-DECSB-TCH2-150054-2020	SG-12	Biaan IS
Teacher II (SHS)	OSEC-DECSB-TCH2-150795-2016, TCH2-150494-2017	SG-12	Hermosa NHS-Main



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Position Title	Item Number	Salary Grade	Place of Assignment
<i>Teacher II (JHS)</i>	OSEC-DECSB-TCH2-151507-2022	SG-12	Hermosa NHS-Main
<i>Teacher II</i>	OSEC-150214-2020, 150191-2014	SG-12	Pagalanggang NHS
<i>Teacher II (SHS)</i>	OSEC-DECSB-TCH2-150779-2016	SG-12	Nagbalayong HS
<i>Teacher III</i>	OSEC-DECSB-TCH3-150458-1999	SG-13	Dinalupihan District
<i>Teacher III</i>	OSEC-DECSB-TCH3-150949-2001	SG-13	Pilar District
<i>Teacher III</i>	OSEC-DECSB-TCH3-150441-2011	SG-13	Abucay District
<i>Teacher III</i>	OSEC-DECSB-TCH3-150483-2007	SG-13	Samal NHS
<i>Teacher III</i>	OSEC-DECSB-TCH3-151937-1998 OSEC-DECSB-TCH3-150013-1998	SG-13 SG-13	Orani District Orani District
<i>SPET I (Music/Media Arts)</i>	OSEC-DECSB-SPET1-150009-2021 / 150005-2021	SG-14	Bataan School for the Arts
<i>SPET I</i>	OSEC-DECSB-SPET1-150094-2025	SG-14	Kaparangan Es
<i>Master Teacher II</i>	OSEC-DECSB-MTCHR2-150240-1998	SG-19	Bagac District



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Position Title	Item Number	Salary Grade	Place of Assignment
<i>Master Teacher I</i>	OSEC-DECSB-MTCHR1-150205-2019	SG-18	Bagac District
<i>Master Teacher I</i>	OSEC-DECSB-MTCHR1-150040-2006	SG-18	Mariveles District

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)

For Master Teacher I & II

Education	Experience	Training	Eligibility
<i>Master Teacher II</i> Master's degree in Education or Educational Leadership, or Educational Management or relevant subject or learning area	5 years and 1 year relevant experience in Instructional Supervision and technical Assistance to teachers	24 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, subject specialization and 8 hours of training in Instructional Supervision	RA 1080, as amended (Teacher-Elementary/Secondary)



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Education	Experience	Training	Eligibility
		within the last 5 years or Completion of NEAP requisite professional development progress for Career Stage III (Highly Proficient Teacher)	
<i>Master Teacher I</i> Master's degree in Education or Educational Leadership, or Educational Management or relevant subject or learning area	5 years' experience	24 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, subject specialization and 8 hours of training in Instructional Supervision within the last 5 years or Completion of NEAP requisite professional development progress for Career Stage III (Highly Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/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	1 year teaching or industry experience in relevant strand	8 hours in Curriculum/Pedagogy/Subject Specialization	RA 1080 (Teacher-Secondary)



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Education	Experience	Training	Eligibility
6 units toward Master's + 18 prof. units			

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)

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)
Bachelor's degree in education with Specialization in Special Education	None required	None required	RA 1080 (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)**



- | 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 O. QUICHO |



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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 13, 2026	HRMO II Personnel Unit
Comparative Assessment and Conduct of Behavioral Event Interview (BEI)	January 13, 2026	HRMPSB Secretariat
Conduct of Background Investigation	January 14-15, 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. 020 s. 2024
To be included in the Perpetual Index
Under the following:
HIRING
PROMOTIONS



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QUALIFICATIONS
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 _____.



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Person Administering Oath

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