



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


DIVISION MEMORANDUM
NO. 12, S.2026

April 20, 2026

**CALL FOR APPLICATIONS FOR VACANT 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 personnel to apply for various non-teaching positions. 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. Please be guided by the following attachments:
 - 2.1. Enclosure No. 1 List of Vacant Non-teaching Positions
 - 2.2. Enclosure No. 2 CSC Revised Qualification Standards for each position
 - 2.3. Enclosure No. 3 Checklist of Basic Requirements
 - 2.4. Enclosure No. 4 Evaluation Checklist

Link for Enclosures 3 and 4 : <https://tinyurl.com/3pvatwrh> **QR CODE:** 
3. Applicants must submit a complete set of documents during the face-to-face identification of qualified applicants, using an orange expandable envelope properly labeled with the applicant's name, position applied for, and contact number.
 - 3.1 Envelope 1: CSC Form 212 (Revised 2025, Personal Data Sheet) and supporting documents for CSC Revised Qualification Standards (**education, experience, training, eligibility**)
 - 3.2 Envelope 2: Checklist of Basic Requirements, Evaluation Checklist and other required documents
4. All documents must be authentic, duly signed, and valid at the time of submission. **The Omnibus Sworn Statement shall be signed by a legal counsel.** Ensure that all data in CSC Form 212 (Revised 2025, PDS) are



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complete and updated. Any falsification or misrepresentation shall result in disqualification and appropriate legal action in accordance with CSC rules.

5. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall:
 - 5.1 Ensure a fair, transparent, and objective evaluation based on applicable CSC and DepEd guidelines;
 - 5.2 Uphold the principles of merit, fitness, and equal opportunity, with due consideration for all applicants regardless of SOGIE, civil status, religion, political affiliation, disability, or ethnicity;
 - 5.3 Conduct paper evaluation, behavioral event interviews, and examinations;
 - 5.4 Require original documents for verification during ranking;
 - 5.5 Maintain strict compliance with Data Privacy laws.

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

Activity	Proposed Date	Time	Venue	Person Responsible
Preparation and completion of applicants documents	April 20-27, 2026			Applicants
Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	April 27, 2026 (Monday)	8:30 am – 4:00 pm	Conference Room, 3 rd floor	HR personnel Applicants
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	April 28, 2026 (Tuesday)	8:30 am – 12:00 pm	Conference Room, 3 rd floor	HRMPSB Secretariat
Conduct of Background Investigation	April 29-30, 2026			SDS



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7. 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 / ROBERTO R. PANTIG, PhD Chief Education Supervisor
Member	PILAR C. IGNACIO Administrative Officer V
Member	JEOLFA G. REYES, EdD OIC-Administrative Officer IV / HRMO II
Member	School Head/District Supervisor where the vacancy exists
Member	Representative of the Accredited Employees' Union
Secretariat	JUMEL C. CARAIG
Secretariat	DENISE RIVERA, DEMIE CARAGAY, KYRA LAZARTE

8. Late or incomplete submissions shall **not** be entertained.
9. 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:

VACANT POSITIONS
PROMOTIONS
QUALIFICATIONS

EDG-HR
04/19/2026



Kabukiran, Calaylayan, Abucay 2114 Bataan

www.depedbataan.com

www.facebook.com/DepedBataan

bataan@deped.gov.ph

"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD

PHILIPPINE QUALITY AWARD



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Enclosure 1 to Division Memorandum No. , s. 2026
Vacant Non-Teaching Positions

Position Title (Parenthetical Title, if applicable)	Place of Assignment	Qualifications	Documents to be submitted
ADMINISTRATIVE AIDE III (CONTRACT OF SERVICE)	SDO BATAAN (HRMO)	<ul style="list-style-type: none">• Bachelor's Degree• Proficient in computer applications, particularly in Excel spreadsheets and formulas• Physically Fit• Has good communication skills	<ul style="list-style-type: none">• Letter of intent addressed to the Schools Division Superintendent, Dr. Carolina S. Violeta, CESO V• Updated Personal Data Sheet (PDS-Notarized/signed by Brgy. Chairperson)

Position Title	Item Number	Salary Grade	Place of Assignment
EDUCATION PROGRAM SUPERVISOR (ENGLISH)	OSEC-DECSB- EPSVR-150125- 2010	22	SDO Bataan- Curriculum Implementation Division
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)	OSEC-DECSB- ADAS2-150209- 2017	8	Orani District- Orani North Elementary School
ADMINISTRATIVE AIDE I (UTILITY WORKER)	OSEC-DECSB- ADA1-150063-2004	1	Samal District- Samal South Elementary School
ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB- ADAS2-150229- 2018	8	Orani National High School-Main
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB- ADAS3-150005- 2014	9	Dr. Victoria B. Roman MHS



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Enclosure 2 to Division Memorandum No. , s. 2026
CSC Revised Qualification Standards for each position

Position	Education	Experience	Training	Eligibility
Education Program Supervisor (English)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Administrative Assistant II (Disbursing Officer)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility
Administrative Aide I (Utility Worker)	Must be able to read and write	None Required	None Required	None Required (MC 10 s. 2013 Category III)
Administrative Assistant II (Clerk IV)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility



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Enclosure 3 to Division Memorandum No. _____, s. 2026

(Fill out all details, must be duly signed by an Atty.)

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 2025) in 1 copy 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



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Enclosure 4 to Division Memorandum No. , s. 2026

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