



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


**DIVISION MEMORANDUM**  
**NO. 226, S.2026**

MAY 19 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 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), **DepEd Order No. 021, s. 2024** (Amendments to DepEd Order No. 07, s. 2023) and **DepEd Order No. 020, s. 2024**.
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 in **one orange expandable envelope** properly labeled with the applicant's Name, Position Applied For, and Contact Number.
4. All documents must be authentic, duly signed, and valid at the time of submission. **The Omnibus Sworn Statement form shall be signed by a Legal Counsel.** Ensure that all data in CSC Form 212 (Revised 2025,PDS) are complete and updated. Any falsification or misrepresentation shall result in disqualification and appropriate legal action per CSC rules.



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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 to 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	May 18-25, 2026			Applicants
Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	May 25, 2026 (Monday)	1:00 pm-4:00 pm	BBB Hall	HR personnel Applicants
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	May 26, 2026 (Tuesday)	9:00 am	BBB Hall	HRMPSB Secretariat
Conduct of Background Investigation	May 28, 2026			



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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 /DR. ROBERTO R. PANTIG Chief Education Supervisor
Member	PILAR C. IGNACIO Administrative Officer V, 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, DENISE RIVERA, DEMIE ROSE CARAGAY, KIAN DENZELL DELA CRUZ

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  
DepEd Order No. 07, s. 2023  
To be included in the Perpetual Index  
Under the following:  
VACANT POSITIONS  
NON TEACHING  
PROMOTIONS  
QUALIFICATIONS



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

<b>Position Title</b>	<b>Salary Grade</b>	<b>Item Number</b>	<b>Place of Assignment</b>
Education Program Supervisor (Aralin Panlipunan)	22	OSEC-DECSB-EPSVR-150126-2010	Schools Division of Bataan-Curriculum and Implementation Division (CID)
Public Schools District Supervisor	22	OSEC-DECSB-PSDS-150002-1998	Schools Division of Bataan-Curriculum and Implementation Division (CID)
School Principal IV	22	OSEC-DECSB-SP4-150062-2010	Limay District
School Principal IV	22	OSEC-DECSB-SP4-150034-2024	Pablo Roman NHS
School Principal IV	22	OSEC-DECSB-SP4-150005-2015	Abucay District
School Principal III	21	OSEC-DECSB-SP3-150100-2023	Dinalupihan East
School Principal III	21	OSEC-DECSB-SP3-150151-2010	Samal District
Assistant School Principal II	19	OSEC-DECSB-ASP2-150028-2016	Orani National High School-Pagasa
Medical Officer III	21	OSEC-DECSB-MDOF3-150046-2010	SDO-Bataan
Medical Officer III	21	OSEC-DECSB-MDOF3-150011-2021	Bataan High School for the Arts
Senior Education Program Specialist-Research	19	OSEC-DECSB-SREPS-150317-2014	Schools Division Office of Bataan-SGOD
Administrative Officer II	11	OSEC-DECSB-ADOF2-150065-2022	Bangal Elementary School
Administrative Assistant III (Senior Bookkeeper)	9	OSEC-DECSB-ADAS3-150112-2014	SDO Bataan-Accounting Department
Administrative Assistant III (Secretary II)	9	OSEC-DECSB-ADAS3-150131-2021	Bataan High School for the Arts
FARM WORKER I	2	OSEC-DECSB-FAWK1-150003-1998	Bataan School of Fisheries



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[www.depedbataan.com](http://www.depedbataan.com)  
[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

*"We Mould Heroes"*





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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 (Aralin Panlipunan)	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
School Principal IV	Master's degree in Education, or Educational Management, or Educational Leadership; or  Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operation	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080 (Teacher)
School Principal III	Master's degree in Education or Educational Management or Educational	5 years teaching experience and 3 years experience in school	40 hours of training in any of or a cumulative of the following: Curriculum,	RA 1080 (Teacher)



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	Leadership or Master's Degree in relevant learning area with atleast 15 minutes in Management	management and operations	Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	
Assistant School Principal II	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten(10) units in professional education.	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Senior Education Program Specialist-Research	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years of experience in education research, development, implementation or other relevant experience	8 hours of relevant training	Career service (Professional) / Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years of studies in college (prior	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) /



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	to 2018), or Completion of Grade 12/Senior High School (starting 2016)			First Level Eligibility
Administrative Officer II	Bachelor's degree relevant to the job	None required	None required	Career service (Professional) / Second Level Eligibility
Administrative Assistant III (Secretary II)	Completion of two years 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 Subprofessional / First Level Eligibility
FARM WORKER I	Elementary School Graduate	None Required	None Required	None Required (MC.10,s. 2013 CAT-III)



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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: \_\_\_\_\_  
 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 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 ( <b>original copy</b> )			

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
<b>Education</b>			
<b>Training</b>			
<b>Experience</b>			
<b>Performance Rating</b>			
<b>Outstanding Accomplishments</b>			
1. Outstanding Employee Awards			
2. Research and Innovations			
3. Subject matter expert			
4. Resource Speaker			
5. NEAP accredited learning			
<b>Application of Education</b>			
<b>Application of Learning &amp; Development (L&amp;D)</b>			

Applicant:

Verified by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Signature over printed name