



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


DIVISION MEMORANDUM
NO. 270, S.2026

JUN 15 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.
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;



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

- 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
Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	June 29, 2026 (Monday)	9:00 am – 12:00 nn	BBB Hall	HR personnel Applicants
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	June 30, 2026 (Tuesday)	8:00 am	BBB Hall	HRMPSB Secretariat
Conduct of Background Investigation	July 1, 2026			

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



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

Role	Name / Position
Member	School Head/District Supervisor where the vacancy exists
Member	Representative of the Accredited Employees' Union
Secretariat	PATRICIA ROSSELLINI B. GUINTO, DENISE RIVERA, DEMIE ROSE CARAGAY, KIAN DENZELL DELA CRUZ

- Late or incomplete submissions shall **not** be entertained.
- Immediate and wide dissemination of this Memorandum is earnestly desired.

FOR:
CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent


JERRY DIMLA CRUZ, DEM, CESO VI
Assistant 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



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

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

Position Title	Salary Grade	Item Number	Place of Assignment
School Principal III-Elementary	21	OSEC-DECSB-SP3-150052-2018	SDO Bataan-Elementary
School Principal III-Secondary	21	OSEC-DECSB-SP3-150041-2024	SDO Bataan-Secondary
School Principal II-Elementary	20	OSEC-DECSB-SP2-150016-2025	SDO Bataan
School Principal II-Elementary	20	OSEC-DECSB-SP2-150245-2010	SDO Bataan
Education Program Specialist II	16	OSEC-DECSB-EPS2-150352-2014	SDO Bataan - SGOD
Administrative Assistant II (Disbursing)	8	OSEC-DECSB-ADAS2-150543-2016	Roosevelt National High School
Administrative Aide III (Clerk I)	3	OSEC-DECSB-ADA3-150118-2004	Bonifacio Camacho National High School-Junior High School
Administrative Aide I (Utility Worker)	1	OSEC-DECSB-ADA1-150713-2004	Bataan School of Fisheries



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

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

Position	Education	Experience	Training	Eligibility
School Principal III	Master's degree in Education or Educational Management or Educational Leadership or Master's Degree in relevant learning area with at least 15 minutes in Management	5 years teaching 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 Leadership acquired within the last 5 years	RA 1080 (Teacher) Principal's Test or NQESH or NASH Passer, or its equivalent
School Principal II	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 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, as amended (Teacher) Principal's Test or NQESH or NASH Passer, or its equivalent
Education Program Specialist II	Bachelor's degree in education or its equivalent	2 years relevant experience in education research,	4 hours of relevant training	RA 1080 (Teacher), Career Service Professional; or



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepedBataan

www.depedbataan.com
bataan@depd.gov.ph

"We Mould Heroes"





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

(Social Mobilization)		development, implementation, or other relevant experience		Appropriate Eligibility for Second Level Position
Administrative Assistant II (Disbursing)	Completion of two (2) years studies in college Training	1 year of relevant experience	4 hours of relevant training Work Experience	Career Service (Sub-Professional) / First Level Eligibility
Administrative Aide III (Clerk I)	Completion of two years studies in college (prior to 2018), or Completion of Grade 12/ Senior High School (starting 2016)	None Required	None Required	Career Service Subprofessional / 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 - Cat. III)



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

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.

Subscribed and sworn to before me this _____ day of _____, year _____.

 Name and Signature of Applicant

 Person Administering Oath



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

Enclosure 4 to Division Memorandum No. , s. 2026

EVALUATION CHECKLIST

Documents as contained in DepEd Order No. 20, s. 2024	Status of Submission <i>(to be filled out by the applicant; Check if submitted)</i>	Verification <i>(to be filled out by HRMO / Secretariat)</i>	
		Status of Submission <i>(check if complied)</i>	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



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepedBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"



COC PRIME-MEM BRONZE AWARD
 Philippine Quality Standard