



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


**DIVISION MEMORANDUM**  
**NO. 298, S.2026**

JUN 24 2026

**CALL FOR APPLICATIONS FOR VACANT 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 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 station, 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;
  - 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;



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- 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                |
|---|-------------------------------------|------------------------------|---------------------|-----------------------------------|
| <b>Schedule of Submission and Face to face</b> Identification of Qualified Applicants<br><br>Issuance of Certificate of Compliance/Non-compliance | July 02, 2026<br>(Thursday Morning) | 9:00 am-<br>10:00 am<br>only | BBB Hall            | HR personnel<br>Applicants        |
| <b>COI and NCOI</b><br>Applicants shall bring the score sheet on June   | July 3, 2026<br>(Friday)            | 8: 00 am                     | School/<br>District | Applicants<br>School Head<br>PSDS |
| Comparative Assessment and Conduct of Behavioral Event Interview (BEI)<br>Face to face Evaluation of Papers                                       | July 6, 2026<br>(Monday)            | 9:00 am                      | BBB Hall            | HRMPSB<br>Secretariat             |
| Conduct of Background Investigation   | July 7, 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<br>Assistant Schools Division Superintendent           |
| Member      | RAMON C. PEREZ / ROBERTO R. PANTIG<br>Chief Education Supervisor                      |
| Member      | PILAR C. IGNACIO<br>Administrative Officer V, OIC-Administrative Officer IV / HRMO II |



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| 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, EVANGELINE GALLARDO |

- All concerned are requested to observe the assigned schedule accordingly. Late submission shall **not** be entertained.
- 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  
TEACHERS  
PROMOTIONS  
QUALIFICATIONS



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.facebook.com/DepedBataan](http://www.facebook.com/DepedBataan)

[www.depedbataan.com](http://www.depedbataan.com)

[bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

"We Mould Heroes"



COC PRIME-TIER BRONZE AWARD



PHILIPPINE QUALITY AWARD



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

| <b>ELEMENTARY</b>     |                             |                     |                            |
|-----------------------|-----------------------------|---------------------|----------------------------|
| <b>Position Title</b> | <b>Item Number</b>          | <b>Salary Grade</b> | <b>Place of Assignment</b> |
| Teacher III           | OSEC-DECSB-TCH3-152077-1998 | 13                  | Abucay District            |
| Teacher II            | OSEC-DECSB-TCH2-151197-1998 | 12                  | Abucay District            |
| Teacher II            | OSEC-DECSB-TCH2-150186-2022 | 12                  | Dinalupihan West District  |

| <b>JUNIOR HIGH SCHOOL</b>                     |                               |                     |                                 |
|---|-------------------------------|---------------------|---------------------------------|
| <b>Position Title</b>                         | <b>Item Number</b>            | <b>Salary Grade</b> | <b>Place of Assignment</b>      |
| Master Teacher I (TVE-Aquaculture)            | OSEC-DECSB-MTCHR1-150077-2023 | 18                  | Bataan School of Fisheries      |
| Special education Teacher I (ARTS-Media Arts) | OSEC-DECSB-SPET1-150005-2021  | 13                  | Bataan High School for the Arts |
| Teacher III                                   | OSEC-DECSB-TCH3-150569-1998   | 13                  | Bataan School of Fisheries      |
| Teacher III                                   | OSEC-DECSB-TCH3-151352-2024   | 13                  | Bataan School of Fisheries      |
| Teacher II                                    | OSEC-DECSB-TCH2-150444-2015   | 12                  | Lamao National High School      |
| Teacher II                                    | OSEC-DECSB-TCH2-150010-2011   | 12                  | Samal National High School-Main |

| <b>SENIOR HIGH SCHOOL</b>    |                             |                     |                                     |
|------------------------------|-----------------------------|---------------------|-------------------------------------|
| <b>Position Title</b>        | <b>Item Number</b>          | <b>Salary Grade</b> | <b>Place of Assignment</b>          |
| Teacher II (TVL-ICT)         | OSEC-DECSB-TCH2-150886-2016 | 12                  | B. Camacho National High school-SHS |
| Teacher II (TVL-Electronics) | OSEC-DECSB-TCH2-150291-2017 | 12                  | Bagac National High School- SHS     |



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## Enclosure 2 to Division Memorandum No. , s. 2026

CSC Revised Qualification Standards for each position

| Position                   | Education  | Experience                  | Training  | Eligibility                             |
|----------------------------|--|-----------------------------|---|---|
| Master Teacher I-SECONDARY | Master's degree in Education or Educational Leadership, or Educational Management or relevant subject or learning area | 5 years teaching experience | 24 hours of training in any of a cumulative of the following:<br>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-Secondary) |

| Position                        | Education   | Experience    | Training      | Eligibility                 |
|---------------------------------|---|---------------|---------------|-----------------------------|
| Special Science Teacher I - SHS | Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics (STEM) or other applied courses related to science. | None Required | None Required | RA 1080 (Teacher-Secondary) |



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| Position                    | Education  | Experience                  | Training   | Eligibility  |
|-----------------------------|--|-----------------------------|--|--|
| Teacher III -<br>ELEMENTARY | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 2 years teaching experience | 16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years | RA 1080, as amended (Teacher-Elementary/Secondary) |

| Position                   | Education  | Experience                 | Training   | Eligibility  |
|----------------------------|--|----------------------------|--|--|
| Teacher II -<br>ELEMENTARY | Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education | 1 year teaching experience | 8 hours of training in Curriculum, Pedagogy, or Subject Specialization (within last 5 years) | RA 1080, as amended (Teacher-Elementary/Secondary) |
| Teacher II -<br>SECONDARY  |  |                            |  | RA 1080, as amended (Teacher-Secondary)            |



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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<br>(To be filled out by applicant; Check if complied) | Verification<br>(To be filled out by HRMO)  |         |
|--|--|---|---------|
|  |  | Status of Submission<br>(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.

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

\_\_\_\_\_  
 Name and Signature of Applicant

\_\_\_\_\_  
 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<br>(to be filled out by the applicant; Check if submitted) | Verification (to be filled out by HRMO / Secretariat) |         |
|--|---|---|---------|
|  |   | Status of Submission<br>(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