




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

DIVISION MEMORANDUM
NO. 306, S.2026

**CALL FOR APPLICATIONS FOR 73 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, District and School where the vacant item is tagged, 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;



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- 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	District	Date and Time	Venue	Person Responsible
Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	District 1 and 2: Hermosa Orani Samal Abucay Pilar Orion Limay Morong	July 14, 2026 (Tuesday) 9:00 am – 10:00 am	BBB Hall	HR personnel Applicants
	District 3: Bagac Mariveles Dinalupihan	July 15, 2026 (Wednesday) 9:00 am – 10:00 am	BBB Hall	HR personnel Applicants

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



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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, NERISSA VISCAYNO, ADELENE GALIT, MARIA LOURDES MUNGICAL, KYRA GENE LAZARTE, EVANGELINE D. GALLARDO

8. Kindly ensure that the following details are clearly stated in your Letter of Intent: **Name, Position Applied For, and the District/School** where you intend to be deployed.
9. Applicants are allowed to submit only **one (1) application for each position**. The ranking process is **division-wide**.
10. A separate memorandum shall be issued on the schedule of paper evaluation.
11. Late or incomplete submissions shall **not** be entertained.
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
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 2 to Division Memorandum No. , s. 2026
CSC Revised Qualification Standards for each position

Position	Education	Experience	Training	Eligibility
School Principal I	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	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)
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)
Project Development I	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Career Service 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.

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 (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

Enclosure No. 1 NEWLY CREATED ITEM (SP1,AO-II & PDO-1)

ITEM NUMBER	POSITION	PLANTILLA	CATEGORY	SCHOOL NAME	DISTRICT
OSEC-DECSB-ADOF2-150752-2026	Administrative Officer II	Division of Bataan	ELEM	Hacienda ES	Abucay
OSEC-DECSB-ADOF2-150753-2026	Administrative Officer II	Division of Bataan	ELEM	P. Rubiano ES	Abucay
OSEC-DECSB-ADOF2-150754-2026	Administrative Officer II	Division of Bataan	ELEM	Wawa ES	Abucay
OSEC-DECSB-ADOF2-150775-2026	Administrative Officer II	Mabatang High School	JHS	Mabatang High School	Abucay
OSEC-DECSB-ADOF2-150755-2026	Administrative Officer II	Division of Bataan	ELEM	Overland ES	Bagac
OSEC-DECSB-ADOF2-150756-2026	Administrative Officer II	Division of Bataan	ELEM	Paysawan ES	Bagac
OSEC-DECSB-ADOF2-150757-2026	Administrative Officer II	Division of Bataan	ELEM	Pinagsumilan ES	Bagac
OSEC-DECSB-ADOF2-150776-2026	Administrative Officer II	Bagac National High School, Parang	JHS	Bagac National High School, Parang	Bagac
OSEC-DECSB-ADOF2-150800-2026	Administrative Officer II	Bataan High School for the Arts	JHS	Bataan High School for the Arts	Bagac
OSEC-DECSB-ADOF2-150777-2026	Administrative Officer II	Quinawan Integrated School	JHS	Quinawan Integrated School	Bagac
OSEC-DECSB-ADOF2-150778-2026	Administrative Officer II	Saysain High School	JHS	Saysain High School	Bagac
OSEC-DECSB-ADOF2-150758-2026	Administrative Officer II	Division of Bataan	ELEM	Dalao ES	Dinalupihan East
OSEC-DECSB-ADOF2-150759-2026	Administrative Officer II	Division of Bataan	ELEM	Sto. Nino ES	Dinalupihan East
OSEC-DECSB-ADOF2-150779-2026	Administrative Officer II	Sta. Lucia HS	JHS	Sta. Lucia HS	Dinalupihan East
OSEC-DECSB-ADOF2-150760-2026	Administrative Officer II	Division of Bataan	ELEM	Happy Valley ES	Dinalupihan West
OSEC-DECSB-ADOF2-150761-2026	Administrative Officer II	Division of Bataan	ELEM	Kataasan ES	Dinalupihan West
OSEC-DECSB-ADOF2-150762-2026	Administrative Officer II	Division of Bataan	ELEM	Maligaya ES	Dinalupihan West
OSEC-DECSB-ADOF2-150763-2026	Administrative Officer II	Division of Bataan	ELEM	Pag-asa ES	Dinalupihan West
OSEC-DECSB-ADOF2-150764-2026	Administrative Officer II	Division of Bataan	ELEM	Roosevelt ES	Dinalupihan West
OSEC-DECSB-ADOF2-150801-2026	Administrative Officer II	Magsaysay Integrated School	JHS	Magsaysay National High School	Dinalupihan West
OSEC-DECSB-ADOF2-150780-2026	Administrative Officer II	Roosevelt National High School	JHS	Roosevelt National High School	Dinalupihan West
OSEC-DECSB-ADOF2-150781-2026	Administrative Officer II	Tubo-Tubo Integrated School	JHS	Tubo-Tubo Integrated School	Dinalupihan West
OSEC-DECSB-ADOF2-150765-2026	Administrative Officer II	Division of Bataan	ELEM	Bamban ES	Hermosa
OSEC-DECSB-ADOF2-150766-2026	Administrative Officer II	Division of Bataan	ELEM	Mandama Elementary School	Hermosa

OSEC-DECSB-ADOF2-150802-2026	Administrative Officer II	Balsik National High School	JHS	Balsik National High School	Hermosa
OSEC-DECSB-ADOF2-150782-2026	Administrative Officer II	Maite Integrated School	JHS	Maite Integrated School	Hermosa
OSEC-DECSB-ADOF2-150783-2026	Administrative Officer II	Pastolan Integrated School	JHS	Pastolan Integrated School	Hermosa
OSEC-DECSB-ADOF2-150784-2026	Administrative Officer II	Pulo Integrated School	JHS	Pulo Integrated School	Hermosa
OSEC-DECSB-ADOF2-150785-2026	Administrative Officer II	Saba Integrated School	JHS	Saba Integrated School	Hermosa
OSEC-DECSB-ADOF2-150767-2026	Administrative Officer II	Division of Bataan	ELEM	Peas ES	Limay
OSEC-DECSB-ADOF2-150786-2026	Administrative Officer II	St. Francis National High School	JHS	St. Francis National High School	Limay
OSEC-DECSB-ADOF2-150787-2026	Administrative Officer II	Bigaan Integrated School	JHS	Biaan Aeta Integrated School	Mariveles
OSEC-DECSB-ADOF2-150791-2026	Administrative Officer II	Mariveles National High School A	JHS	Mariveles National High School Annex - Sisiman	Mariveles
OSEC-DECSB-ADOF2-150789-2026	Administrative Officer II	Mariveles National High School Cab. Annex (Alasasin)	JHS	Mariveles National High School Cab. Annex	Mariveles
OSEC-DECSB-ADOF2-150790-2026	Administrative Officer II	Mariveles National High School, Cabcaban Annex (Batangas II)	JHS	Mariveles National High School, Cabcaban Annex	Mariveles
OSEC-DECSB-ADOF2-150788-2026	Administrative Officer II	Alion National High School	JHS	Mariveles NHS Cab. Annex- New Alion	Mariveles
OSEC-DECSB-ADOF2-150751-2026	Administrative Officer II	Division of Bataan - Senior High School	SHS	Mariveles NHS - Camaya Campus	Mariveles
OSEC-DECSB-ADOF2-150774-2026	Administrative Officer II	Division of Bataan	ELEM	Kanawan Integrated School	Morong
OSEC-DECSB-ADOF2-150768-2026	Administrative Officer II	Division of Bataan	ELEM	Minanga ES	Morong
OSEC-DECSB-ADOF2-150769-2026	Administrative Officer II	Division of Bataan	ELEM	Nagbalayong ES	Morong
OSEC-DECSB-ADOF2-150792-2026	Administrative Officer II	Kanawan Integrated School	JHS	Kanawan Integrated School	Morong
OSEC-DECSB-ADOF2-150793-2026	Administrative Officer II	Morong National High School - Mabayo Annex	JHS	Mabayo National High School	Morong
OSEC-DECSB-ADOF2-150794-2026	Administrative Officer II	Nagbalayong High School	JHS	Nagbalayong High School	Morong
OSEC-DECSB-ADOF2-150770-2026	Administrative Officer II	Division of Bataan	ELEM	Kabalutan ES	Orani
OSEC-DECSB-ADOF2-150771-2026	Administrative Officer II	Division of Bataan	ELEM	Talimundoc ES	Orani
OSEC-DECSB-ADOF2-150795-2026	Administrative Officer II	Legua Integrated School	JHS	Legua Integrated School	Orani
OSEC-DECSB-ADOF2-150796-2026	Administrative Officer II	Orani National High School Annex, Pagasa	JHS	Orani National High School Annex, Pagasa	Orani

OSEC-DECSB-ADOF2-150797-2026	Administrative Officer II	Pulo Integrated School	JHS	Pulo Integrated School	Orani
OSEC-DECSB-ADOF2-150772-2026	Administrative Officer II	Division of Bataan	ELEM	Calungusan ES	Orion
OSEC-DECSB-ADOF2-150773-2026	Administrative Officer II	Division of Bataan	ELEM	Pantingan ES	Pilar
OSEC-DECSB-ADOF2-150798-2026	Administrative Officer II	Palili Integrated School	JHS	Palili Integrated School	Samal
OSEC-DECSB-ADOF2-150799-2026	Administrative Officer II	Samal National High School - Annex	JHS	Samal National High School - Annex	Samal

ITEM NUMBER	POSITION	PLANTILLA	CATEGORY	SCHOOL NAME	DISTRICT
OSEC-DECSB-PDO1-150425-2026	Project Development Officer	Division of Bataan	ELEM	Abucay North ES	Abucay
OSEC-DECSB-PDO1-150432-2026	Project Development Officer	B. Camacho National High School	JHS	B. Camacho National High School	Abucay
OSEC-DECSB-PDO1-150426-2026	Project Development Officer	Division of Bataan	ELEM	Bagac ES	Bagac
OSEC-DECSB-PDO1-150433-2026	Project Development Officer	E.C. Bernabe National High School (formerly Bagac NHS, Poblacion)	JHS	E.C. Bernabe National High School	Bagac
OSEC-DECSB-PDO1-150434-2026	Project Development Officer	Pagalanggang High School	JHS	Pagalanggang High School	Dinalupihan East
OSEC-DECSB-PDO1-150435-2026	Project Development Officer	Luakan National High School	JHS	Luakan National High School	Dinalupihan West
OSEC-DECSB-PDO1-150427-2026	Project Development Officer	Division of Bataan	ELEM	Casupanan ES	Hermosa
OSEC-DECSB-PDO1-150428-2026	Project Development Officer	Division of Bataan	ELEM	Tipo ES	Hermosa
OSEC-DECSB-PDO1-150436-2026	Project Development Officer	Hermosa National High School	JHS	Hermosa National High School	Hermosa
OSEC-DECSB-PDO1-150437-2026	Project Development Officer	Lamao National High School (formerly Limay NHS Annex)	JHS	Lamao National High School (formerly Limay NHS Annex)	Limay
OSEC-DECSB-PDO1-150438-2026	Project Development Officer	Limay National High School	JHS	Limay National High School	Limay
OSEC-DECSB-PDO1-150429-2026	Project Development Officer	Division of Bataan	ELEM	A. G. Llamas ES	Mariveles
OSEC-DECSB-PDO1-150430-2026	Project Development Officer	Division of Bataan	ELEM	Cabcaben ES	Mariveles
OSEC-DECSB-PDO1-150439-2026	Project Development Officer	Mariveles National High School, Cabcaben	JHS	Mariveles National High School, Cabcaben	Mariveles

OSEC-DECSB-PDO1-150440-2026	Project Development Officer	Mariveles National High School, Poblacion	JHS	Mariveles National High School, Poblacion	Mariveles
OSEC-DECSB-PDO1-150441-2026	Project Development Officer	Morong National High School	JHS	Morong National High School	Morong
OSEC-DECSB-PDO1-150431-2026	Project Development Officer	Division of Bataan	ELEM	Orani North ES	Orani
OSEC-DECSB-PDO1-150442-2026	Project Development Officer	Bataan School of Fisheries	JHS	Bataan School of Fisheries	Orion
OSEC-DECSB-PDO1-150443-2026	Project Development Officer	Pablo Roman National High School	JHS	Pablo Roman National High School	Pilar
OSEC-DECSB-PDO1-150444-2026	Project Development Officer	Samal National High School	JHS	Samal National High School	Samal

ITEM NUMBER	POSITION	PLANTILLA	CATEGORY	SCHOOL NAME	DISTRICT
OSEC-DECSB-SP1-150104-2026	School Principal I	Division of Bataan - Senior High School	SHS	Gov. Efren B. Pascual Sr. Orani Integrated Central School	Orani