



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

**DIVISION MEMORANDUM**  
**NO. 348, S.2026**

AUG 05 2026

**CALL FOR APPLICATIONS FOR OFFICER-IN-CHARGE (OIC) SCHOOL HEAD  
IN THE SCHOOLS DIVISION OFFICE (SDO) OF 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 CSC Revised Qualification Standards
  - 2.2. Enclosure No. 2 Checklist of Basic Requirements
  - 2.3. Enclosure No. 3 Evaluation Checklist

**Link for Enclosures 2 and 3 :** <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. 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,



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- 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<br><br>Issuance of Certificate of Compliance/Non-compliance | August 10, 2026<br>(Monday) | 9:00 am – 11:00 am | Conference Room, 3 <sup>rd</sup> floor SDO Bataan | HR personnel Applicants |
| Comparative Assessment and Conduct of Behavioral Event Interview (BEI)<br>Face to face Evaluation of Papers                    |                             | 11:00 am – 4:00 pm | Conference Room, 3 <sup>rd</sup> floor SDO Bataan | HRMPSB Secretariat      |

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 /DR. ROBERTO R. PANTIG<br>Chief Education Supervisor                   |
| Member      | PILAR C. IGNACIO<br>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                                     |



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| Role        | Name / Position                                                                        |
|-------------|----------------------------------------------------------------------------------------|
| Secretariat | PATRICIA ROSSELLINNI B. GUINTO, DENISE RIVERA, DEMIE ROSE CARAGAY, EVANGELINE GALLARDO |

7. Late or incomplete submissions shall **not** be entertained.
8. Applicants are encouraged to bring their own food and water.
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

| Position Title                           | CSC Qualification Standards                                                                                                                                          |                                                                                                                                                                                                       |                                                                                                                                                                                    |                                                                                                                   |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                                          | Education                                                                                                                                                            | Experience                                                                                                                                                                                            | Training                                                                                                                                                                           | Eligibility                                                                                                       |
| Officer In Charge (OIC)<br>– School Head | 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)<br><br>Principal's Test or NASH Passer meeting PPSSH Standards in 3, 4 or 5 domains |



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**Enclosure 2 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<br>(To be filled out by applicant;<br>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.

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

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



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"We Mould Heroes"





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Enclosure 3 to Division Memorandum No. \_\_\_\_\_, s. 2026  
Person Administering Oath

**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