



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

AUG 13 2026

DIVISION MEMORANDUM
NO. 383, S.2026

**CALL FOR APPLICATIONS FOR VACANT TEACHING AND 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 Teaching and 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	August 17, 2026 (Monday)	9:00 am – 12:00 nn	BBB Hall	HR personnel Applicants
For teachers: COI and NCOI	August 18, 2026 (Tuesday)	8:00 am	School/District	Applicant
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	August 19, 2026 (Wednesday)	8:00 am	BBB Hall	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 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 ROSSELLINNI B. GUINTO, DENISE RIVERA, DEMIE ROSE CARAGAY, EVANGELINE D. GALLARDO

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



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 II-Elementary	20	OSEC-DECSB-SP2-150018-2025	SDO Bataan
School Principal II-Elementary	20	OSEC-DECSB-SP2-150251-2010	SDO Bataan
School Principal II-Secondary	20	OSEC-DECSB-SP2-150019-2025	SDO Bataan
School Principal I-Elementary	19	OSEC-DECSB-SP1-151613-2010	SDO Bataan
School Principal I-Elementary	19	OSEC-DECSB-SP1-150701-2010	SDO Bataan
Administrative Officer IV	15	OSEC-DECSB-ADOF4-150064-2014	SDO Bataan – Personnel Unit
Administrative Officer III	14	OSEC-DECSB-ADOF3-150006-2021	Bataan High School for the Arts
Administrative Assistant III	9	OSEC-DECSB-ADAS3-150003-2014S	Balsik National High School
Administrative Assistant II	8	OSEC-DECSB-ADAS2-1500225-2018	Magsaysay National High School
Administrative Assistant II	8	OSEC-DECSB-ADAS2-150548-2016	SDO Bataan
Administrative Aide VI	8	OSEC-DECSB-ADA6-150348-2014	SDO Bataan



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

Vacant Teaching Positions

ELEMENTARY			
Position Title	Salary Grade	Item Number	Place of Assignment
Master Teacher II	19	OSEC-DECSB-MTCHR2-150042-2019	Samal District
Master Teacher I	18	OSEC-DECSB-MTCHR1-150221-2016	Mariveles District
Teacher III	13	OSEC-DECSB-TCH3-152019-1998	Samal District
Teacher III	13	OSEC-DECSB-TCH3-150188-2006	Pilar District
Teacher III	13	OSEC-DECSB-TCH3-150247-2005	Pilar District
Teacher III	13	OSEC-DECSB-TCH3-151356-2024	Roosevelt Elementary School
Teacher III	13	OSEC-DECSB-TCH3-150084-2009	Luakan Elementary School
Teacher III	13	OSEC-DECSB-TCH3-150339-2001	Dinalupihan Elementary School
Teacher III	13	OSEC-DECSB-TCH3-150264-2010	BEPZ Elementary School
Teacher III	13	OSEC-DECSB-TCH3-153694-2022	Capunitan Elementary School
Teacher III	13	OSEC-DECSB-TCH3-150968-2001	Tucop Integrated School
Teacher III	13	OSEC-DECSB-TCH3-150924-2022	Saguing Elementary School
Teacher III	13	OSEC-DECSB-TCH3-150348-2001	San Ramon Elementary School



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

JUNIOR HIGH SCHOOL			
Position Title	Salary Grade	Item Number	Place of Assignment
Master Teacher II	19	OSEC-DECSB-MTCHR2-150009-2001	Pablo Roman National High School
Teacher III	13	OSEC-DECSB-TCH3-150262-2003	Mariveles National High School-Cabcaben
Teacher III	13	OSEC-DECSB-TCH3-150590-2009	Limay National High School
Teacher III	13	OSEC-DECSB-TCH3-158508-1998	E.C. Bernabe National High School
Teacher III	13	OSEC-DECSB-TCH3-150386-2018	Jose C. Payumo Jr. MHS
Teacher III	13	OSEC-DECSB-TCH3-150290-2014	Justice Emilio Angeles Gancayco MHS-JHS
Teacher II	12	OSEC-DECSB-TCH2-150018-2012	Bataan School of Fisheries
Teacher II	12	OSEC-DECSB-TCH2-150446-2015	Jose C. Payumo Jr. MHS
Teacher II	12	OSEC-DECSB-TCH2-150874-2016	Pagalanggang National High School
Teacher II	12	OSEC-DECSB-TCH2-150159-2021	Mariveles National High School-Cabcaben
Teacher II	12	OSEC-DECSB-TCH2-151426-2022	Nagbalayong High School

Senior High School			
Position Title	Salary Grade	Item Number	Place of Assignment
Teacher III	13	OSEC-DECSB-TCH3-150782-2025	Bagac Parang NHS-SHS
Teacher II	12	OSEC-DECSB-TCH2-150303-2017	Justice Emilio Angeles Gancayco MHS- SHS
Teacher II	12	OSEC-DECSB-TCH2-150779-2016	Nagbalayong High School-SHS



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 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
School Principal I	Master's degree in Education or Educational Management or Educational Leadership or Master's Degree in relevant learning area with atleast 15 units in Management	5 years teaching experience and 1 year 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 (Teacher) Principal's Test or NQESH or NASH Passer, or its equivalent
Master Teacher II	Master's degree in Education,	• Minimum of 5 years of	• Minimum of 24 hours	RA 1080 (Teacher)



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

	Educational Leadership, Educational Management, or a relevant subject/learning area.	total teaching experience. • At least 1 year of relevant experience in instructional supervision and providing technical assistance to teachers.	of cumulative training in curriculum, pedagogy, or subject specialization acquired within the last 5 years. • At least 8 hours of training in instructional supervision, or completion of the requisite National Educators Academy of the Philippines (NEAP) professional development program for Career Stage 3 (Highly Proficient Teacher)	
Master Teacher I	• Bachelor's degree in Elementary or Secondary Education, or a Bachelor's degree with 18 professional units in Education. • Completion of 18 units toward a Master's degree in Education or a	Minimum of 3 years of total teaching experience.	• Relevant in-service training or professional development programs aligned with the subject area or pedagogical approaches. • Participation	RA 1080 (Teacher)



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

	relevant/equivalent learning area.		in school, district, or division-level training sessions and professional learning communities	
Administrative Officer IV	Bachelor's degree in education or its equivalent	At least 1 year relevant administrative or technical office experience	4 hours of relevant training	RA 1080 (Teacher), Career Service Professional; or Appropriate Eligibility for Second Level Position
Administrative Officer III	Bachelor's degree in education or its equivalent	At least one (1) year of relevant work experience in administrative, secretarial, or related office functions	4 hours of relevant training	Career Service (Professional) or Second Level Eligibility
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 VI	Completion of two (2) years studies in college Training	None required	None required	Career Service Sub-Professional (First Level Eligibility) or equivalent.



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

Position	Education	Experience	Training	Eligibility
Teacher III - 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)
Teacher III - SECONDARY				RA 1080, as amended (Teacher- Secondary)
Position	Education	Experience	Training	Eligibility
Teacher II - 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 - SECONDARY				RA 1080, as amended (Teacher- Secondary)



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: _____
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 (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 (to be filled out by the applicant, Check if submitted)	Verification (to be filled out by HRMO Secretariat)	
		Status of Submission	Remarks
Education (TOR, Certification of Units earned if applicable)			
Training Certificates (Must be relevant to the position being applied for)			
Experience (Must be relevant to the position being applied for)			
Performance Rating (IPCRF, Employee's Performance Rating)			
Outstanding Accomplishments			
1. Outstanding Employee Awards (Certificate of Recognition with Division/School/Office Memo, Guidelines or Criteria of the Award)			
2. Research and Innovations (with approved proposal/innovation, ACR and Certificate of Adoption)			
3. Subject matter expert			
4. Resource Speaker (Certificate with Memorandum; Letter of Invitation/Matrix/Program; Slide Deck)			
5. NEAP accredited learning			
Application of Education (with approved proposal, ACR and Certificate of Adoption)			
Application of Learning & Development (L&D) (with approved proposal, ACR and Certificate of Adoption)			
Eligibility (Photocopy of license, PRC Rating)			

Applicant:

Verified by:

Signature over printed name

Signature over printed name