



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

DIVISION MEMORANDUM
NO. 431, S.2026

SEP 03 2026

**CALL FOR APPLICATIONS FOR VACANT NON-TEACHING AND RELATED
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 Positions
 - 2.2. Enclosure No. 2 CSC Revised Qualification Standards for each position
 - 2.3. Enclosure No. 3 Checklist of Basic Requirements-Omnibus
 - 2.4. Enclosure No. 4 Evaluation Checklist

Link for Enclosures 3 and 4 :
<https://tinyurl.com/SDO-BTN-OMNIBUS-CHECKLIST>
3. Interested applicants are highly encouraged to prepare the following documents: NBI Clearance, Certificate of Rating, Professional License, PSA Birth Certificate, and Transcript of Records or Certification of Units Earned. For applicants who earned their Master's degree or units from private universities/colleges, the corresponding records must be duly authenticated through Certification, Authentication, and Verification (CAV).
4. Applicants must submit a complete set in **one orange expandable envelope** properly labeled with the applicant's Name, Position Applied For, Station/School and Contact Number.



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5. 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.
6. 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;
 - 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.
7. 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	September 10, 2026 (Thursday)	8:00 am – 8:30 am Orientation 8:30 am- 12:00 Identification of Qualified Applicants	BBB Hall	HR personnel Applicants
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	September 16, 2026 (Wednesday)	8:00 am – 8:30 am Online Exam (Bring your own gadget with strong internet connection) 8:30 am – Paper Evaluation	BBB Hall	HRMPSB Secretariat



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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
Member	School Head/District Supervisor where the vacancy exists
Member Secretariat	Representative of the Accredited Employees' Union PATRICIA ROSSELLINNI B. GUINTO, DENISE RIVERA, DEMIE ROSE CARAGAY, EVANGELINE GALLARDO

8. Late or incomplete submissions shall **not** be entertained.
9. Applicants are also encouraged to bring their own food and water, as the activity may extend until lunchtime or may continue into the afternoon.
10. This Memorandum serves as the travel authority for the participants.
11. 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
 Vacant Non-Teaching Positions

ITEM NUMBERS	POSITION	SALARY GRADE	STATION
OSEC-DECSB-MDOF3-150011-2021	MEDICAL OFFICER III	21	Bataan High School for the Arts
OSEC-DECBS-ADOF2-150447-2021	ADMINISTRATIVE OFFICER II	11	Lamao Elementary School
OSEC-DECSB-SECG1-150005-2002	SECURITY GUARD I	3	Division of Bataan - Orani District
OSEC-DECSB-ADA3-150116-2004	ADMINISTRATIVE AIDE III (CLERK)	3	Balsik National High School
OSEC-DECSB-ADAS2-150542-2016	ADMINISTRATIVE ASSISTANT II (CLERK IV)	8	Division of Bataan - Senior High School

ITEM NUMBER	POSITION	PARENTHE TICAL POSITION	SALARY GRADE	STATION/SCHOOL
OSEC-DECSB-ADAS2-150217-2018	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	BALSIK NATIONAL HIGH SCHOOL
OSEC-DECSB-ADAS3-150028-2004	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	LUAKAN NATIONAL HIGH SCHOOL MAIN
OSEC-DECSB-ADAS2-150066-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	MARIVELES SENIOR HIGH SCHOOL - SITIO MABUHAY
OSEC-DECSB-ADAS2-150004-2021	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	BATAAN HIGH SCHOOL FOR THE ARTS
OSEC-DECSB-ADAS2-150004-2014	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	DR VICTORIA B. ROMAN MEMORIAL HIGH SCHOOL



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OSEC-DECSB- ADAS2- 150222-2018	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	LAMAO NATIONAL HIGH SCHOOL-JHS
OSEC-DECSB- ADAS3- 150025-2004	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	HERMOSA NATIONAL HIGH SCHOOL
OSEC-DECSB- ADAS2- 150029-2004	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	SDO BATAAN- FINANCE UNIT
OSEC-DECSB- ADAS2- 150219-2018	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	E.C BERNABE NHS
OSEC-DECSB- ADAS2- 150541-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	SDO BATAAN- RECORDS OFFICE
OSEC-DECSB- ADAS3- 150072-2011	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	BAGAC NHS-PARANG
OSEC-DECSB- ADAS3- 150197-2017	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	DINALUPIHAN EAST DISTRICT
OSEC-DECSB- ADAS2- 150221-2018	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	JOSE C. PAYUMO JR. MEMORIAL HIGH SCHOOL
OSEC-DECSB- ADAS2- 150077-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	E. C. BERNABE NATIONAL HIGH SCHOOL - SHS
OSEC-DECSB- ADAS3- 150201-2017	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	SDO BATAAN - MARIVELES DISTRICT/ AGLES
OSEC-DECSB- ADAS2- 150228-2018	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	MORONG NATIONAL HS



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OSEC-DECSB- ADAS3- 150031-2004	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	MORONG NATIONAL HS
OSEC-DECSB- ADAS2- 150073-2011	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	BAGAC NATIONAL HIGH SCHOOL - PARANG
OSEC-DECSB- ADAS3- 150215-2018	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	SDO BATAAN- FINANCE UNIT
OSEC-DECSB- ADAS2- 150210-2017	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	ARELLANO ES/ ORION DISTRICT
OSEC-DECSB- ADAS2- 150231-2018	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	PABLO ROMAN NATIONAL HIGH SCHOOL
OSEC-DECSB- ADAS3- 150120-2014	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	SDO BATAAN- FINANCE UNIT
OSEC-DECSB- ADAS3- 150199-2017	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	HERMOSA DISTRICT
OSEC-DECSB- ADAS2- 150201-2017	ADMINISTRATIVE ASSISTANT II	DISBURSING OFFICER II	8	TOMAS PINPIN MEMORIAL ES
OSEC-DECSB- ADAS3- 150029-2004	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKEEPER	9	MARIVELES NHS - CABCABEN
OSEC-DECSB- ADA3-150117- 2004	ADMINISTRATIVE AIDE III	UTILITY WORKER III	3	BONIFACIO CAMACHO NHS-JHS
OSEC-DECSB- ADAS2- 150061-2016	ADMINISTRATIVE ASSISSTANT II	CLERK IV	8	SDO - BATAAN (SUPPLY UNIT)



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OSEC-DECSB-ADAS3-150004-2014	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKKEEPER	9	MARIVELES NHS MALAYA
OSEC-DECSB-ADAS3-150198-2017	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKKEEPER	9	DINALUPIHAN WEST DISTRICT
OSEC-DECSB-ADAS3-150116-2014	ADMINISTRATIVE ASSISTANT III	SENIOR BOOKKEEPER	9	SDO BATAAN-FINANCE UNIT
OSEC-DECSB-ADAS2-150074-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	MORONG SENIOR HIGH SCHOOL
OSEC-DECSB-ADAS2-150070-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	LAMAO NATIONAL HIGH SCHOOL-SHS
OSEC-DECSB-ADAS2-150072-2016	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	LUAKAN NHS-ANNEX
OSEC-DECSB-ADAS2-150204-2017	ADMINISTRATIVE ASSISTANT II	CLERK IV	8	DINALUPIHAN WEST DISTRICT-SHS

Vacant Related-Teaching Positions

ITEM NUMBERS	POSITION	SALARY GRADE	STATION
OSEC-DECSB-SP2-150070-2023	SCHOOL PRINCIPAL II-ELEMENTARY	20	SDO BATAN
OSEC-DECSB-SP1-150680-2010	SCHOOL PRINCIPAL I-SHS	19	SDO BATAAN
OSEC-DECSB-SP1-150732-2010	SCHOOL PRINCIPAL I-ELEMENTARY	19	SDO BATAN
OSEC-DECSB-SP1-150684-2010	SCHOOL PRINCIPAL I-ELEMENTARY	19	SDO BATAAN



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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 - ELEMENTARY	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) Elementary/ Secondary
SCHOOL PRINCIPAL I - SHS				RA 1080, as amended (Teacher-Secondary)
SCHOOL PRINCIPAL II- ELEMENTARY	Master's degree in Education or Educational Management or Educational Leadership or Master's Degree in relevant learning area with atleast 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 (Teacher) Elementary/ Secondary Principal's Test or NQESH or NASH Passer, or its equivalent, meeting 4-5 domains



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MEDICAL OFFICER III	Doctor of Medicine	None required	None required	RA 1080 (Physician)
SECURITY GUARD I	High School Graduate	None Required	None Required	Security Guard License (MC II. S. 1996-CAT. IV)
ADMINISTRATIVE OFFICER II	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility

Position	Education	Experience	Training	Eligibility
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKEEPER)	Completion of 2 years of studies in College (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First Level Eligibility
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	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 ASSISTANT II (CLERK IV)	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 (UTILITY WORKER II)	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)



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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 I)	Must be able to read and write	None Required	None Required	None required (MC 10, s. 2013 - Cat. III)



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

Applicant:

Verified by:

Signature over printed name

Signature over printed name