



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

DIVISION MEMORANDUM
NO. 438, S.2026

SEP 08 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-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 09, 2026 (Wednesday)	8:00 am – 8:30 am Orientation 6:30 am- Identification of Qualified Applicants	BBB Hall	HR personnel Applicants
COI and NCOI	September 11, 2026 (Friday)	8:00 am onwards	District/ School	Applicants PSDS School Head Department Head
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	September 15, 2026 (Tuesday)	8:00 am – Paper Evaluation	BBB Hall	HRMPSB Secretariat Applicants



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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	Representative of the Accredited Employees' Union
Secretariat	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 Teaching Positions

POSITION	ITEM NUMBER	SALARY GRADE	STATION/SCHOOL
TEACHER II	OSEC-DECSB-TCH2-150155-2023	12	Baseco National High School
TEACHER II	OSEC-DECSB-TCH2-150283-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150310-2019	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150317-2017	12	Division of Bataan - Senior High School- BHSA
TEACHER II	OSEC-DECSB-TCH2-150337-2017	12	Division of Bataan - Senior High School - NAGDALAYONG NHS
TEACHER II	OSEC-DECSB-TCH2-150344-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150345-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150376-2017	12	Division of Bataan - Senior High School - LIMAY NHS SHS
TEACHER II	OSEC-DECSB-TCH2-150378-2017	12	Division of Bataan - Senior High School - SAMAL NHS SHS
TEACHER II	OSEC-DECSB-TCH2-150381-2017	12	Division of Bataan - Senior High School - MNHS SITIO MABUHAY
TEACHER II	OSEC-DECSB-TCH2-150385-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150396-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150400-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150423-2017	12	Division of Bataan - Senior High School - SAMAL NHS SHS
TEACHER II	OSEC-DECSB-TCH2-150433-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150448-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150453-2017	12	Division of Bataan - Senior High School - LUAKAN NHS MAIN SHS
TEACHER II	OSEC-DECSB-TCH2-150459-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150471-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150491-2017	12	Division of Bataan - Senior High School



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TEACHER II	OSEC-DECSB-TCH2-150501-2020	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150507-2017	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150634-2022	12	Division of Bataan - Senior High School - MAGSAYSAY NHS-SHS
TEACHER II	OSEC-DECSB-TCH2-150641-2022	12	Division of Bataan - Senior High School - MARIVELES NHS(SITIO MABUHAY)
TEACHER II	OSEC-DECSB-TCH2-150779-2016	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150813-2016	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150863-2023	12	Division of Bataan - Senior High School - MINI IS CAMAYA
TEACHER II	OSEC-DECSB-TCH2-150866-2016	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150872-2023	12	Division of Bataan - Senior High School - EC BERNABE NHS
TEACHER II	OSEC-DECSB-TCH2-150886-2023	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-150895-2023	12	Division of Bataan - Senior High School - ORONG NHS SHS
TEACHER II	OSEC-DECSB-TCH2-150899-2016	12	Division of Bataan - Senior High School
TEACHER II	OSEC-DECSB-TCH2-151429-2022	12	Mariveles National High School, Cabcaban Annex (Batangas II)
TEACHER II	OSEC-DECSB-TCH2-151426-2022	12	Nagbalayong High School
TEACHER II	OSEC-DECSB-TCH2-151342-1998	12	Division of Bataan – Orani District
TEACHER III	OSEC-DECSB-TCH3-150027-2011	13	Division of Bataan - Hermosa District
TEACHER III	OSEC-DECSB-TCH3-151355-2024	13	Division of Bataan – Orani District
TEACHER III	OSEC-DECSB-TCH3-150339-2001	13	Division of Bataan – Dinalupihan East District
TEACHER III	OSEC-DECSB-TCH3-150802-2023	13	Division of Bataan - Limay District
TEACHER III	OSEC-DECSB-TCH3-150243-2005	13	Division of Bataan - Orion District - ARELLANO ES
TEACHER III	OSEC-DECSB-TCH3-150787-2025	13	Division of Bataan - Senior High School- MAGSAYSAY NHS-SHS
TEACHER III	OSEC-DECSB-TCH3-150941-2016	13	Division of Bataan - Senior High School



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TEACHER III	OSEC-DECSB-TCH3-150590-2015	13	Limay National High School
TEACHER III	OSEC-DECSB-TCH3-152207-2023	13	Luakan National High School
TEACHER III	OSEC-DECSB-TCH3-151918-2025	13	Pablo Roman National High School
TEACHER III	OSEC-DECSB-TCH3-150968-2001	13	Tucop Integrated School
TEACHER III	OSEC-DECSB-TCH3-151236-1998	13	Dalao Elementary School
TEACHER IV	OSEC-DECSB-TCH4-151521-2026	14	Division of Bataan - Orani District
TEACHER IV	OSEC-DECSB-TCH4-151538-2026	14	Mariveles National High School, Cabcaben
TEACHER IV	OSEC-DECSB-TCH4-151539-2026	14	Mariveles National High School, Poblacion
TEACHER VI	OSEC-DECSB-TCH6-151875-2026	16	Division of Bataan - Senior High School- ONHS-Parang Parang SHS
TEACHER VI	OSEC-DECSB-TCH6-151895-2026	16	Division of Bataan - Senior High School- GEPS
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150003-2016	13	Division of Bataan - Senior High School-
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150024-2020	13	Division of Bataan - Senior High School- PACALANGGANG NHS SHS
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150028-2020	13	Division of Bataan - Senior High School- LUAKAN NHS -SHS
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150373-2021	13	Division of Bataan - Senior High School- MNHS SITIO MABUHAY
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150804-2018	13	Division of Bataan - Senior High School- MORONG SHS
SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-150818-2018	13	Division of Bataan
SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1-150005-2021	14	Bataan High School for the Arts
SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1-150094-2025	14	Division of Bataan



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SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1- 150348-2018	14	Division of Bataan
SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1- 150101-2025	14	Magsaysay Integrated School

POSITION	LEVEL	TRACK	MAJOR SUBJECT	SALARY GRADE
Teacher I	JUNIOR HIGH SCHOOL	ACADEMIC	MATH	11
			VALUES EDUCATION	
			SCIENCE	
	SENIOR HIGH SCHOOL	TECHNICAL- PROFESSIONAL	ICT	
			SMAW	
			MATH	
		ACADEMIC	VALUES EDUCATION	
			SCIENCE	



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Enclosure 2 to Division Memorandum No. , s. 2026

CSC Revised Qualification Standards for each position

Position	Education	Experience	Training	Eligibility
Teacher I- Secondary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary)
Teacher I- Senior High School- Academic	Bachelor's degree with a major in relevant strands/subject plus 18 professional units in education; or any Bachelor's degree with at least 15 units of specialization relevant strand/subject plus 18 professional units in Education; Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	RA 1080, as amended (Teacher- Secondary)
Teacher I- Senior High School- Technical Professional	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree	None Required	National Certificate (NC) II in relevant technical-vocational course(s) in the area of specialization	RA 1080, as amended (Teacher- Secondary)



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	and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization			
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 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 II-Secondary				RA 1080, as amended (Teacher- Secondary)
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)



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Teacher IV-Elementary	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	3 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; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary) for permanent appointments
Teacher IV-Secondary				RA 1080, as amended (Teacher-Secondary) for permanent appointments
Teacher VI-Senior High School	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 30 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	4 years experience in teaching or industry work in relevant strand/subject	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Secondary) for permanent appointments



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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.

Name and Signature of Applicant

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

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	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