



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

DIVISION MEMORANDUM
NO. 476, S.2026

OCT 05 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 teaching 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. 007, s. 2023** (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), **DepEd Order No. 021, s. 2024** (Amendments to DepEd Order No. 007, s. 2023), and **OM-OUHRODI-2026-2991**, dated 24 August 2026, titled Online Discussion on the Expeditious Filling-Up of Existing Vacant Positions in the Field Offices.
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
 - 2.4. Enclosure No. 4 Evaluation Checklist

Link for Enclosures 3 and 4 : <https://tinyurl.com/3pvtwrh> **QR CODE:** 
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, as applicable. 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 (1) orange expandable envelope** properly labeled with the applicant's **Name, Position Applied For, and Contact Number**.



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

5. All documents must be authentic, duly signed, and valid at the time of submission. **The Omnibus Sworn Statement shall be duly accomplished and sworn before a person authorized to administer oaths.** Ensure that all data in **CSC Form 212 (Revised 2026, 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:
 - 6.1 Ensure a fair, transparent, and objective evaluation based on applicable CSC and DepEd guidelines;
 - 6.2 Uphold the principles of merit, fitness, and equal opportunity, with due consideration to all applicants regardless of SOGIE, civil status, political affiliation, disability, or ethnicity;
 - 6.3 Conduct paper evaluation, behavioral event interviews, and examinations;
 - 6.4 Require original documents for verification during ranking;
 - 6.5 Maintain strict compliance with Data Privacy laws.
7. The following are the proposed timelines for the recruitment, evaluation, and selection activities:

Activity	Date	Time	Venue	Person Responsible
Submission and Face to face Identification of Qualified Applicants Issuance of Certificate of Compliance/Non-compliance	October 9, 2026 (Friday)	8:00 AM – 8:30 AM Orientation 8:30 AM – 12:00 NN Identification of Qualified Applicants	BBB Hall	• HR Personnel • Applicants
Comparative Assessment and Conduct of Behavioral Event Interview (BEI) Face to face Evaluation of Papers	October 12, 2026 (Monday)	9:00 AM – 9:30 AM Online Exam (Bring your own gadget with strong internet connection) 9:30 AM – Paper Evaluation	BBB Hall	• HRMPSB • Applicants



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

8. 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 Supervisors
Member	PILAR C. IGNACIO Administrative Officer V, OIC-Administrative Officer IV / HRMO II
Member	Representative of the Accredited Employees' Union
Secretariat	PATRICIA ROSSELLINNI B. GUINTO, DENISE RIVERA, DEMIE CARAGAY, EVANGELINE D. GALLARDO, JERYMIE CRISOLO

9. 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.
10. Applicants are also encouraged to bring their own food and water, as the activity may extend until lunchtime or may continue into the afternoon.
11. Applicants are allowed to submit only **one (1) application for each position**. The ranking and selection process shall be conducted on a division-wide basis. The assignment of successful applicants shall be based on the available vacant positions and shall not be limited to the applicant's preferred district or school.
12. This Memorandum serves as the travel authority for the participants.
13. **Late or incomplete application submissions shall not be entertained.**
14. Immediate and wide dissemination of this Memorandum is earnestly desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

References:
CSC Resolution No. 2500358
DepEd Order No. 07, s. 2023
DepEd Order No. 021, s. 2024
OM-OUHRODI-2026-2991
To be included in the Perpetual Index
Under the following:
VACANT POSITIONS
NON-TEACHING
RELATED-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
List of Vacant Positions

Item Numbers	Position	Salary Grade	Station
OSEC-DECSB-TCH2-150155-2023	Teacher II	12	BASECO NATIONAL HIGH SCHOOL
OSEC-DECSB-TCH2-150159-2021	Teacher II	12	MARIVELES NATIONAL HIGH SCHOOL - CABCABEN
OSEC-DECSB-TCH2-151426-2022	Teacher II	12	NAGBALAYONG HIGH SCHOOL
OSEC-DECSB-TCH3-150262-2003	Teacher III	13	MNHS - CABCABEN
OSEC-DECSB-TCH3-151492-2026	Teacher III	13	DIVISION OF BATAAN - SHS
OSEC-DECSB-TCH4-151521-2026	Teacher IV	14	DIVISION OF BATAAN - ORANI
OSEC-DECSB-TCH4-151540-2026	Teacher IV	14	DIVISION OF BATAAN
OSEC-DECSB-TCH4-151541-2026	Teacher IV	14	DIVISION OF BATAAN
OSEC-DECSB-TCH4-151542-2026	Teacher IV	14	DIVISION OF BATAAN
OSEC-DECSB-SPET1-150101-2025	Special Education Teacher I	14	MAGSAYSAY INTEGRATED SCHOOL
OSEC-DECSB-SPET2-150004-2009	Special Education Teacher II	15	DIVISION OF BATAAN - ORION DISTRICT
OSEC-DECSB-SPST1-150003-2016	Special Science Teacher I	13	DIVISION OF BATAAN - SHS



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

OSEC-DECSB-SPST1-150024-2020	Special Science Teacher I	13	DIVISION OF BATAAN - SHS
OSEC-DECSB-SPST1-150028-2020	Special Science Teacher I	13	DIVISION OF BATAAN - SHS
OSEC-DECSB-SPST1-150357-2022	Special Science Teacher I	13	DIVISION OF BATAAN - SHS
OSEC-DECSB-SPST1-150373-2021	Special Science Teacher I	13	DIVISION OF BATAAN - SHS
OSEC-DECSB-SPST1-150804-2018	Special Science Teacher I	13	DIVISION OF BATAAN - 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
Teacher II - Secondary	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-Secondary)
Teacher III - Secondary	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-Secondary)
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 NEAPrequisite professional development program for Career Stage II (Proficient Teacher)	RA 1080, as amended (Teacher-Elementary/Secondary)
Special Education Teacher I	Bachelor's degree in Education with specialization in Special Education	None required	None required	PBET, RA 1080 (Teacher)



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

Special Education Teacher II	Bachelor's degree in Education with specialization in Special Education	1 year of relevant experience	4 hours of relevant training	PBET, RA 1080 (Teacher)
Special Science Teacher I	Bachelor's degree in specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None Required	None Required	RA 1080, (Teacher) Secondary; if not RA 1080 eligible, applicant must pass the LET within five(5) years after the date of first hiring



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.

Name and Signature of Applicant

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

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 (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