



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

DIVISION MEMORANDUM
NO. 478 S.2026

OCT 05 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 and related-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; and
 - 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 16, 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 19, 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-ADA1-150034-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN
OSEC-DECSB-ADA1-150042-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN – HERMOSA DIST.
OSEC-DECSB-ADA1-150065-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN – DIN. WEST DIST.
OSEC-DECSB-ADA1-150068-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN – MARIVELES DIST.
OSEC-DECSB-ADA1-150071-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN – SAMAL DIST.
OSEC-DECSB-ADA1-150079-2004	Administrative Aide I (Utility Worker I)	1	DIVISION OF BATAAN – ORANI DIST.
OSEC-DECSB-DTA-150002-1998	Dental Aide	4	DIVISION OF BATAAN
OSEC-DECSB-ADAS2-150204-2017	Administrative Assistant II (Disbursing Officer)	8	DIVISION OF BATAAN – DIN. WEST DIST.
OSEC-DECSB-ADAS2-150219-2018	Administrative Assistant II (Clerk IV)	8	EC BERNABE NHS
OSEC-DECSB-ADAS2-150225-2018	Administrative Assistant II (Clerk IV)	8	MAGSAYSAY INTEGRATED SCHOOL
OSEC-DECSB-ADAS2-150229-2018	Administrative Assistant II (Clerk IV)	8	ORANI NHS – RESETTLEMENT
OSEC-DECSB-ADAS3-150004-2007	Administrative Assistant III (Senior Bookkeeper)	9	JC PAYUMO MHS
OSEC-DECSB-ADAS3-150025-2004	Administrative Assistant III (Senior Bookkeeper)	9	HERMOSA NHS
OSEC-DECSB-ADAS3-150029-2004	Administrative Assistant III (Senior Bookkeeper)	9	MNHS – CABCABEN



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

OSEC-DECSB-ADAS3-150201-2017	Administrative Assistant III (Senior Bookkeeper)	9	DIVISION OF BATAAN MARIVELES DIST. – AGLES
OSEC-DECSB-ADAS3-150215-2018	Administrative Assistant III (Senior Bookkeeper)	9	DIVISION OF BATAAN – OSDS
OSEC-DECSB-ADAS3-150205-2017	Administrative Assistant III (Senior Bookkeeper)	9	DIVISION OF BATAAN – PILAR DIST.
OSEC-DECSB-ADOF2-150070-2022	Administrative Officer II (Administrative Officer I)	11	DIVISION OF BATAAN
OSEC-DECSB-ADOF2-150193-2020	Administrative Officer II (Administrative Officer I)	11	DIVISION OF BATAAN
OSEC-DECSB-ADOF2-150005-2021	Administrative Officer II (Administrative Officer I)	11	BATAAN HIGH SCHOOL FOR THE ARTS
OSEC-DECSB-LIB1-150006-2009	Librarian I	11	DIVISION OF BATAAN – CID
OSEC-DECSB-PLO2-150004-2002	Planning Officer II	13	DIVISION OF BATAAN – SGOD
OSEC-DECSB-HRMO2-150001-2008	Human Resource Management Officer II	15	DIVISION OF BATAAN – OSDS
OSEC-DECSB-A2-150002-1998	Accountant II	16	DIVISION OF BATAAN – OSDS
OSEC-DECSB-NUR1-150137-2010	Nurse I	15	DIVISION OF BATAAN
OSEC-DECSB-MDOF3-150011-2021	Medical Officer III	21	BATAAN HIGH SCHOOL FOR THE ARTS
OSEC-DECSB-GUIDC3-150003-2004	Guidance Counselor III	13	MORONG NHS



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
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)
Dental Aide	High school graduate (prior to 2016), or Completion of Grade 10/ Junior High School (starting 2016)	None required	None required	None required (MC 10, s. 2013 – Cat. III)
Administrative Assistant II (Disbursing Officer II)	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 (Clerk IV)	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 III (Senior Bookkeeper)	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 Officer II (Administrative Officer I)	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility



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

Librarian I	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080 (Librarian)
Planning Officer II	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Human Resource Management Officer II	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Accountant II	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (CPA)
Nurse I	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Registered Nurse)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Guidance Counselor III	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)



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