



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

September 2, 2024

DIVISION MEMORANDUM

No. **222**, s. 2024

ANNOUNCEMENT OF VACANCIES IN THE SCHOOLS DIVISION OF BATANES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. The Schools Division of Batanes, through the HRMO, informs the field on the submission of required documents to all interested and qualified applicants for the following vacant positions shown below:

- a. Accountant I, sg.12, INAHS & SNSF
- b. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- c. Master Teacher II, sg. 19, BNSHS
- d. Master Teacher I (Elementary), sg 18, Basco & Itbayat District
- e. Administrative Assist. II (Disbursing Officer II), sg. 8, BNSHS-SHS & MCS
- f. Project Development Officer I, Youth Formation, sg. 11, SGOD-SHS
- g. School Librarian III, sg. 13, INAHS
- h. Marine Engineman I, sg. 4, SNSF
- i. Medical Officer III, sg 21, SGOD

****Please see attached Qualification Standard for said positions.***

2. In accordance to the implementation of the **Equal Employment Opportunity Principle (EEOP)** set by the Civil Service Commission, all applicants regardless of sexual orientation, gender, age, religion, disability, ethnicity and political affiliation are eligible to apply for the position in as much as they meet the specified qualification standard.

3. All interested and qualified applicants must submit the attached **Checklist of Requirements duly notarized** together with all the listed Basic Documentary Requirements to the SDO official email address batanes@deped.gov.ph and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **September 9, 2024**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes. The applicant assumes full responsibility and accountability on the completeness, authenticity, and veracity of documents submitted, as evidenced by the Omnibus Sworn Statement/CAV signed by the applicant. Individuals who failed to submit mandatory requirements on the set deadline shall warrant exclusion from the pool of official applicants.



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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4. The following references shall be used during the evaluation of documents, it is empirical that all necessary documents to earn points be submitted as means of verification.

HIRING GUIDELINES	
-	DepEd Order No. 019, s. 2022 The Department of Education Merit Selection Plan issued April 22, 2022
-	DepEd Order No. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
-	MEC Order No. 10 & 29, s. 1979
-	CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)

5. Qualified applicants will be officially informed by posting the Initial Evaluation Result (IER) at the SDO Bulletin Board, through a letter/text message or call. Special online interview shall be considered for applicants residing outside the province.

6. Document assessment and interview is scheduled as follows:

POSITION	DATE	TIME	VENUE
Admin. Assistant II, Project Dev. Officer I, Accountant I & Medical Officer III, Marine Engineman I	September 13, 2024	9:00 A.M.	Ivatan Conference Hall
Master Teacher II & I, Special Educ. Teacher I (Elem., JHS), School Librarian III		2:00 P.M.	

7. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at batanes@deped.gov.ph.

8. Immediate and wide dissemination of this memorandum is desired.

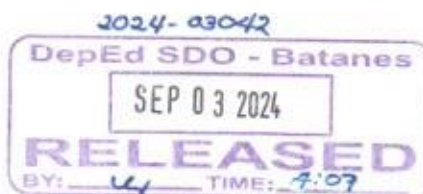
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: as stated

To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT
HIRING

OSDS/abgj/ebe



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QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Administrative Assistant II (Disbursing Officer II), sg8, 2 items (Mahatao CS & Batanes National Science HS)	Education: Completion of at least two year studies in college. Training: 4 hours relevant training Experience: 1year relevant experience Eligibility: Career Service Sub-Professional (First Level Eligibility)	Assist the Senior Bookkeeper/School Head in the performance of the following: <ul style="list-style-type: none">· Preparation/maintenance of registries of allotment and obligations· Preparation of liquidation of cash advances· Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances· Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Medical Officer III SG 21 SGOD	Education: Doctor of Medicine Training: 4 hours of relevant training Experience: At least 1 year of relevant experience in the practice of Medicine Eligibility: RA 1080 (Physician's Licensure Exam) Preferred qualification:	To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition

	Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field	Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.
Accountant I SG12 2 items (SNSF, INAHS)	Education: Bachelor's Degree in Commerce/ Business Administration major in Accounting Training: None required Experience: None required Eligibility: RA1080 Preferred qualification: Proficient in information technology, oral and written communication	Under immediate supervision, maintains the agency/school books of accounts and other accounting records; prepares financial statements and other reports for internal/ external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations.
Marine Engineman I SG4 SNSF	Education: High School Graduate or Completion of relevant vocational/trade course Training: None required Experience: None required Eligibility: Automotive Mechanic (Heavy Duty) (MC 11, s. 96 – Cat. I)	Machine Operation and Repair. Testing the performance/ condition and repair of marine engines, fishing boat and other school electrical systems and school facilities. Performs other related work as per instruction of the school head.
Project Development Officer I (Youth Formation Coordinator) sg. 11 SGOD – Senior High School	Education: Bachelor's degree relevant to the job Training: None required Experience: None required Eligibility: Career Service Professional (Second Level Eligibility)	The position is responsible for performing technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.

<p>Special Education Teacher I, sg 14</p> <p>4 items</p> <p>Elementary- Sabtang, Mahatao and Uyugan District)</p> <p>Secondary- Ivana National HS</p>	<p>Education: Bachelor's Degree in Education with specialization in Special Education</p> <p>Training: None required</p> <p>Experience: None required</p> <p>Eligibility: RA 1080 (LET, PBET)</p>	<p>Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs</p>
<p>Master Teacher I SG18</p> <p>BCS</p>	<p>Education: BEED or Bachelor's degree plus 18 professional units in Education & 18 units for a Master's Degree in education or its equivalent.</p> <p>Training: None required</p> <p>Experience: 3 years of relevant experience</p> <p>Eligibility: RA 1080 (Teacher)</p>	<p>Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (Professional development) and provided at least 20% assistance to School Head in program implementation.</p>
<p>Master Teacher II SG19</p> <p>BNSHS</p>	<p>Education: BSED or Bachelor's degree plus 18 professional units in Education with appropriate major & 24 units for a Master's Degree in education or its equivalent.</p> <p>Training: 4 hours of relevant training</p> <p>Experience: 1 year as MTI or 4 years as TIII</p> <p>Eligibility: RA 1080 (Teacher)</p>	<p>Performs 30-50% teaching load; takes charge of curriculum enrichment, teacher coaching/mentoring, professional development, research, community linkages, (Professional development) and provided at least 20% assistance to School Head in program implementation.</p>

<p>School Librarian III, sg 13</p> <p>INAHS</p>	<p>Education: Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science</p> <p>Training: 8 hours relevant training</p> <p>Experience: 2 years of relevant experience</p> <p>Eligibility: RA 1080</p>	<p>Selects and evaluates books, periodicals, pamphlets and other library materials from approved list.</p> <p>Records, classifies, catalogs, prepares cards and date due slips to all books and other library materials before shelving. Prepared library reports and other related work.</p>
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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

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