



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

November 21, 2024

**DIVISION MEMORANDUM**

No. 319, 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. **School Principal I (Elementary), S.G. 19**
- b. **Accountant III, SDO Accounting unit, S.G. 19**

2. Enclosed is the Qualification Standard for said position for immediate perusal.

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](mailto:batanes@deped.gov.ph) and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **December 2, 2024**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes.

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. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)

5. The applicants assume 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.

6. 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.

7. 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.

8. Final assessment and interview will be announced on a separate memorandum.

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

10. Immediate and wide dissemination of this Memorandum is desired.

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

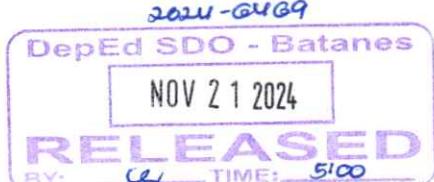
Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT  
HIRING

OSDS/abgj/ebe



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As of:	Jul 2, 2018	Page:	2