



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

May 16, 2025

**DIVISION MEMORANDUM**

No. 131, s. 2025

**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
- b. Administrative Officer II (AO I), sg. 11, (13 school items)
- c. Administrative Assistant III (Senior Bookkeeper), sg.9, (OSDS-Budget, Ivana ES)
- d. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- e. Special Science Teacher I, sg 13, (IIS, BGCHS)
- f. School Librarian III, sg. 13, INAHS
- g. Marine Engineman I, sg. 4, SNSF
- h. Medical Officer III, sg 21, SGOD
- i. Dentist II, sg17, SDO
- j. Guidance Counselor II, SHS, sg. 12 (SGOD)
- k. Guidance Counselor III, sg. 13 (SNSF)

2. 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 **May 28, 2025**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes.

3. 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)
- DepEd Order 20 & 21 s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)



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

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4. 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.

5. 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.

6. Enclosed is the **Qualification Standard** for said position for immediate perusal.

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 is scheduled as follows:

POSITION	DATE	TIME	VENUE
Accountant I & Medical Officer III, Dentist II, School Librarian III, Guidance Counselor II & III	June 3, 2025	9:00 A.M.	Ivatan Conference Hall
Special Educ. Teacher I (Elem., JHS), Special Science Teacher I,		2:00 P.M.	
Administrative Assistant III, Marine Engineman I	June 4, 2025	9:00 a.m.	
Admin. Officer II (AOI)		2:00 p.m.	

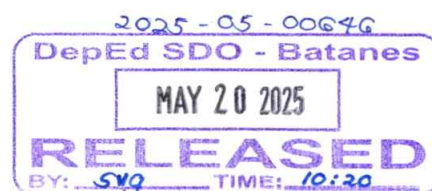
9. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph).

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

Digitally signed by  
Gumar Alfredo Jr Binag  
Date: 2025.05.20 10:03:39  
+08'00'

**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



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

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### CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

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 HRMO			
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 Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized Official			
k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:			
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 and			
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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.





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SCHOOLS DIVISION OF BATANES

## QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Administrative Assistant III (Senior Bookkeeper) sg. 3  2 items OSDS- Budget office and Ivana Elem. School	<b>Education:</b> Completion of 2 years studies in college or high school graduate with relevant vocational/trade course <b>Training:</b> 4 hours relevant training <b>Experience:</b> 1 year relevant experience <b>Eligibility:</b> Career Service Sub-Professional (First Level Eligibility)	To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.
Medical Officer III SG 21  SGOD	<b>Education:</b> Doctor of Medicine <b>Training:</b> 4 hours of relevant training <b>Experience:</b> At least 1 year of relevant experience in the practice of Medicine <b>Eligibility:</b> RA 1080 (Physician's Licensure Exam) <b>Preferred qualification:</b> Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field	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 Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.

Accountant I SG12  INAHS	<b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA1080  <b>Preferred qualification:</b> 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	<b>Education:</b> High School Graduate or Completion of relevant vocational/trade course <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> Automotive Mechanic (Heavy Duty) (MC 11, s. 96 – Cat. I)	Machine Operation and Repair. Testing the performance/ condition and repair of <b>marine</b> engines, fishing boat and other school electrical systems and school facilities. Performs other related work as per instruction of the school head.
Administrative Officer II (Administrative Officer I) SG11  <b>7 elementary items</b> Chavayan ES, Nakanmuan ES, Uyugan ES, San Vicente ES, Mahatao ES, Tukon ES, Yawran BS  <b>6 JHS items</b> Batanes NSHS Mahatao NHS Ivana NHS Batanes GCHS Sabtang NSF Itbayat NAHS	<b>Education:</b> Bachelor's degree relevant to the job <b>Training:</b> None Required <b>Experience:</b> None Required <b>Eligibility:</b> Career Service Professional (Second level eligibility)	This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.

<p>Special Science Teacher I, sg13</p> <p><b>For DOST Scholar Graduate</b></p> <p>SHS – 2 items (BGCHS, IIS)</p>	<p><b>Education:</b> Bachelor's Degree in specialized field in Science Technology, Engineering, Mathematics or other applied courses as identified and approved by DOST as priority S &amp; T courses</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> RA 1080 (LET, PBET)</p>	<p>Teaches in SHS levels using appropriate and innovative teaching strategies. Facilitates learning in the SHS through functional lesson plans/ Daily Log of activities and appropriate, adequate and updated instructional materials; Supervises curricular and co-curricular projects and activities etc.</p>
<p>Special Education Teacher I, sg 14</p> <p>5 items</p> <p>Elementary- Basco, Sabtang, Mahatao and Uyugan District)</p> <p>Secondary- Ivana National HS</p>	<p><b>Education:</b> Bachelor's Degree in Education with specialization in Special Education</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> 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>School Librarian III, sg 13</p> <p>INAHS</p>	<p><b>Education:</b> Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science</p> <p><b>Training:</b> 8 hours relevant training</p> <p><b>Experience:</b> 2 years of relevant experience</p> <p><b>Eligibility:</b> RA 1080</p>	<p>Selects and evaluates books, periodicals, pamphlets and other library materials from approved list. Records, classifies, catalogs, prepares cards and due date slips to all books and other library materials before shelving. Prepared library reports and other related work.</p>



Dentist II, sg 17  Medical unit, SGOD, SDO	<b>Education:</b> Doctor of Dental Medicine or Dental Surgery <b>Training:</b> 4 hours relevant training <b>Experience:</b> 1 year of relevant experience <b>Eligibility:</b> RA 1080	To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs
Guidance Counselor II, sg12  SHS, SGOD	<b>Education:</b> Master's Degree in Guidance and Counseling <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (Guidance Counselor)	Organizes functional and suitable guidance and counseling program; Makes an action research based on the results of the identified of students' needs and problems; Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management; Acts as consultant to parents, out of school youths and community. Other related work.
Guidance Counselor III, sg13  SNSF	<b>Education:</b> Master's Degree in Guidance and Counseling <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (Guidance Counselor)	