

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

March 17, 2025

DIVISION MEMORANDUM

No. **078**, s. 2025

ASSESSMENT OF VARIOUS POSITIONS 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 (HRO I), sg. 11, OSDS- Payroll
- c. Administrative Aide III (Clerk I), sg.3, BNSHS
- 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. Master Teacher I, sg. 18, Mahatao CS
- k. Teacher III, sg.13, Mahatao CS

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 and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **March 20, 2025, 12:00 o'clock noon**. 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
Facebook: 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	March 20, 2025	1:00 P.M.	Ivatan Conference Hall
Special Educ. Teacher I (Elem., JHS), School Librarian III, Special Science Teacher I		3:00 P.M.	
Master Teacher I, Teacher III	March 21, 2025	9:00 a.m.	
Admin. Officer II (HROI), ADA III, Marine Engineman I		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.

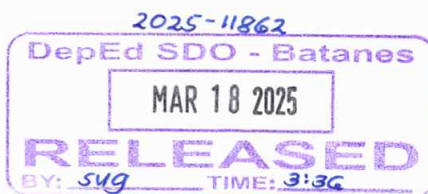
10. Immediate and wide dissemination of this Memorandum is desired.

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/abgi/ebe



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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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QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Administrative Aide III (Clerk I) sg. 3 Batanes National Science HS	Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course Training: None required Experience: None required Eligibility: Career Service Sub-Professional (First Level Eligibility)	Performs routinary clerical tasks, sorts, indexes and files correspondence, records and other documents. Assist in the preparation of personal data information. Encodes communication, routine correspondence forms etc. Operation of office machines, computer and other equipment.
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: 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.



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Accountant I SG12 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.
Special Science Teacher I, sg13 For DOST Scholar Graduate SHS – 2 items (BGCHS, IIS)	Education: 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 Training: None required Experience: None required Eligibility: RA 1080 (LET, PBET)	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.
Special Education Teacher I, sg 14 4 items Elementary-Sabtang, Mahatao and Uyugan District)	Education: Bachelor's Degree in Education with specialization in Special Education Training: None required Experience: None required Eligibility: RA 1080 (LET, PBET)	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

Secondary- Ivana National HS		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
School Librarian III, sg 13 INAHS	Education: Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science Training: 8 hours relevant training Experience: 2 years of relevant experience Eligibility: RA 1080	Selects and evaluates books, periodicals, pamphlets and other library materials from approved list. 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.
Dentist II, sg 17 Medical unit, SGOD, SDO	Education: Doctor of Dental Medicine or Dental Surgery Training: 4 hours relevant training Experience: 1 year of relevant experience Eligibility: 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
Administrative Officer II (Human Resource Officer I) SG11 OSDS – Personnel,/Payroll	Education: Bachelor's degree relevant to the job Training: None Required Experience: None Required Eligibility: Career Service Professional (Second level eligibility) Preferred qualification: 1yr relevant experience in personnel administration; Proficient in information technology	The position shall be responsible in the processing of payroll and other payroll-related services at the SDO. It shall also provide assistance in the monitoring and preparation of reports on filled and un-filled teaching and non-teaching items within the SDO.

Teacher III, sg. 13 Mahatao Central School	Education: BEED or Bachelor's degree plus 18 professional units in Education Training: None required Experience: 2 years of relevant experience Eligibility: RA 1080 (Teacher)	Teaches in elementary levels using appropriate and innovative teaching strategies. Facilitates learning through functional lesson plans/ Daily Log of activities and appropriate, adequate and updated instructional materials; Supervises curricular and co-curricular projects and activities etc.
Master Teacher I SG18 Mahatao Central School	Education: BEED or Bachelor's degree plus 18 professional units in Education & 18 units for a Master's Degree in education or its equivalent. Training: None required Experience: 3 years of relevant experience Eligibility: RA 1080 (Teacher)	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.