

January 16, 2025

DIVISION MEMORANDUM

No. **014**, 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 & SNSF
- b. Accountant III, sg. 19, SDO
- c. Head Teacher II, sg. 15, BNSHS
- d. Administrative Assist. III (Senior Bookkeeper), sg. 9, Mayan ES
- e. Administrative Aide I, sg.1 Itbayat CS
- f. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- g. Special Science Teacher I, sg 13, (IIS, BGCHS)
- h. School Librarian III, sg. 13, INAHS
- i. Marine Engineman I, sg. 4, SNSF
- j. Medical Officer III, sg 21, SGOD
- k. Dentist II, sg17, SDO

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 and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **January 21, 2025**. 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 is scheduled as follows.

POSITION	DATE	TIME	VENUE
School Librarian III, Special Education Teacher I	January 23, 2025	9:00 A.M.	Ivatan Conference Hall
Medical Officer III, Dentist II		2:00 P.M.	
School Principal I (Elem), Head Teacher II	January 24, 2025	9:00 A.M.	Ivatan Conference Hall
Admin. Asst. III, Admin Aide I, Marine Engineman I, Accountant I, Accountant III		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.

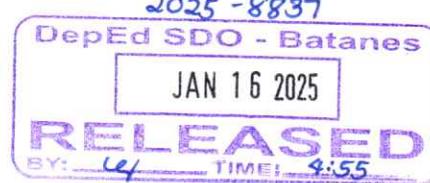

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: as stated

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

ASSESSMENT
HIRING

OSDS/abgj/ebe



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

QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Administrative Assistant III (Senior Bookkeeper) sg. 9 Itbayat Central School	Education: Completion of at least two year studies in college. Training: 4 hours relevant training Experience: 1 year relevant experience Eligibility: 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	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.

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.
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
Administrative Aide I (Utility Worker), sg 1 Elementary	Education: Must be able to read and write Training: None required Experience: None required Eligibility: None required	Cleaning of office premises. Opening and closing of office doors and windows before and after office hours. Perform messengerial tasks, cleaning of office furnitures and equipment, maintenance of plants and beautification of SDO grounds.
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.
Head Teacher II, sg 15 BNSHS	Education: Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization Training: 24 hours relevant training Experience: Head Teacher for 1 year or Teacher for 4 years Eligibility: RA 1080 (LET, PBET)	Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.

Accountant III, sg 19 Office of the SDS, SDO	Education: Bachelor's Degree in Commerce/ Business Administration major in Accounting Training: 8 hours relevant training Experience: 2 years of relevant experience Eligibility: RA 1080	<ul style="list-style-type: none"> To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations Ensures that financial report will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules and regulations. To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports.
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