



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

October 14, 2024

DIVISION MEMORANDUM

No. 277, 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. Master Teacher I, SG 18
Elementary – Basco Central School
Secondary - BNSHS *Subject area: TLE/ AP/ Filipino/ Values education*
- b. Master Teacher I (For reclass)
- Elementary (Basco, Sabtang & Itbayat)
- Secondary (BNSHS)
- c. Administrative Aide IV (Clerk II), SG. 4, BNSHS
- d. Administrative Aide VI (Clerk III), SG. 6, CID
- e. Head Teacher III, SG. 16, BNSHS

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 **October 21, 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
- MEC Order No. 10 & 29, s. 1979



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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- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)

5. 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.

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. Document assessment and interview is scheduled as follows:

POSITION	DATE	TIME	VENUE
Admin. Aide IV & VI	October 24, 2024	9:00 A.M.	Ivatan Conference Hall
Head Teacher III		2:00 P.M.	
Master Teacher I item and for reclass	October 25, 2024	9:00 A.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

For the SDS:

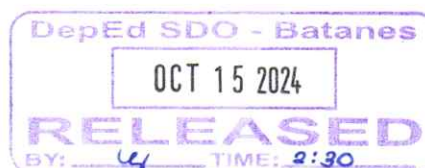

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent

10/15/24

Encl: as stated

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

OSDS/abgi/ebe



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QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Administrative Aide IV (Clerk II), sg4, BNSHS	Education: Completion of at least two year 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)	To assist the management and staff and provide administrative support in the effective and efficient operation of the school.
Administrative Aide VI (Clerk III), sg6, Curriculum and Implementation Division (CID)	Education: Completion of at least two year studies in college or High School graduate with relevant vocational/trade course. Training: 4 hours relevant training Experience: 1 year relevant experience Eligibility: Career Service Sub-Professional (First Level Eligibility)	To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.
Master Teacher I sg18 Elementary, Reclass	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	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



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	Experience: 3 years of relevant experience Eligibility: RA 1080 (Teacher)	School Head in program implementation.
Master Teacher I sg18 Subject area: TLE/AP/Filipino/Values education BNSHS	Education: BSED or Bachelor's degree plus 18 professional units in Education with appropriate major & 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.
Head Teacher III, sg 16 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 of relevant training Experience: Head Teacher for 2 years or Teacher-In-Charge for 2 years; Teacher for 5 years Eligibility: RA 1080	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.

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.

