



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

April 26, 2023

**DIVISION MEMORANDUM**

No. 132, s. 2023

**ANNOUNCEMENT OF VACANCIES IN THE SCHOOLS DIVISION OF BATANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section and Unit Heads and Staff  
Elementary and Secondary School Heads  
This Schools Division

1. The Schools Division of Batanes wishes to announce the following vacant positions for filling-up;

- a. School Principal I, sg 19 (Elementary)
- b. Education Program Supervisor (TLE), sg22 – CID
- c. Administrative Aide IV, sg4 (Clerk II), BNSHS
- d. Accountant I, sg. 12, BNSHS
- e. Marine Engineman I, sg. 4, SNSF
- f. Administrative Officer IV (AOII), sg. 15, SNSF

***\*Please see attached Qualification Standard for said positions.***

2. The following references shall be used:

**HIRING GUIDELINES**

- DepEd Order No. 019, s. 2022 The Department of Education Merit Selection Plan issued April 22, 2022
- DepEd Order No. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
- DepEd Memorandum No. 025, s. 2023 Amendment to DM No. 100 s. 2022 & Clarification on the use of NQESH or Principal's Test Results in Relation to DepEd Order No. 007, s. 2023
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)



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3. 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. All interested and qualified applicants must submit the attached Checklist of Requirements duly notarized together with all the listed Basic Documentary Requirements online thru <http://depedbatanes.ph/assessed.html> not later than **May 17, 2023**. Online submission of electronic copies of application documents is preferred, however, application documents can also be accepted at the Records Section, Schools Division Office, Basco, Batanes. 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.

4. Qualified applicants will be officially informed by posting the Initial Evaluation Result (IER) through <http://depedbatanes.ph/IER.html>, posting at the SDO Bulletin Board, through a letter/text message or call. Applicants residing outside the province and cannot come personally for an interview may be interviewed online. Applicants are advised to check their emails and text messages for their APPLICATION CODES to be sent a day after the deadline of application.

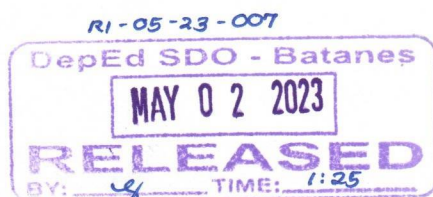
5. For your information.

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

For the SDS:

  
**GEORGANN G. CARIASO, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

OSDS/ecej/ebe



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### QUALIFICATION STANDARD

| POSITIONS  | QUALIFICATION STANDARD   | JOB SUMMARY  |
|--|--|--|
| Administrative Officer IV<br>(Administrative Officer II)<br>SG15<br><br>SNSF | <b>Education:</b> Bachelor's degree relevant to the job<br><b>Training:</b> 4 hours relevant training<br><b>Experience:</b> 1 year relevant experience<br><b>Eligibility:</b> Career Service Professional (Second level eligibility)<br><b>Preferred qualification:</b> Proficient in Information Technology, procurement system and other admin matters.  | To supervise the team that will provide the school with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the school to provide accessible and quality basic education.   |
| Education Program Supervisor (TLE)<br>SG 22<br><br>CID                       | <b>Education:</b> Master's degree in education or other relevant Master's degree with specific area of specialization<br><b>Training:</b> 8 hours of relevant training<br><b>Experience:</b> At least 2 year experience as Principal or Head Teacher or Master Teacher<br><b>Eligibility:</b> RA 1080 (Teacher)<br><b>Preferred qualification:</b> Competent on the utilization and integration of ICT in developing 21 <sup>st</sup> century skills | To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.<br><input type="checkbox"/> To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. |



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|   |  |  |
|---|--|--|
| <p>School Principal I,<br/>SG19</p> <p>Elementary</p> | <p><b>Education:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units</p> <p><b>Training:</b> 40 hours of relevant training (<i>Preferred: NEAP, Leadership, Management/SBM Trainings</i>)</p> <p><b>Experience:</b> Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years</p> <p><b>Eligibility:</b> RA 1080 (LET, PBET)</p> | <p>Sets, the mission, vision, goals and objectives of the school, creates an environment that is conducive to teaching-learning process, monitors and assesses the school curriculum and accountable for higher learning outcomes</p>  |
| <p>Accountant I<br/>SG12</p> <p>BNSHS</p>             | <p><b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> RA1080</p> <p><b>Preferred qualification:</b> Proficient in information technology, oral and written communication</p>  | <p>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.</p> |
| <p>Marine Engineman I<br/>SG4</p> <p>SNSF</p>         | <p><b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> Automotive Mechanic (Heavy Duty) (MC 11, s. 96 – Cat. I)</p>  | <p>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.</p>  |



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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<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR<br>Office/sub-committee) |         |
|---|--|---|---------|
|   |  | Status of Submission<br>(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.