



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

June 1, 2023

DIVISION MEMORANDUM

No. **155**, s. 2023

**ANNOUNCEMENT OF VACANCIES AND ASSESSMENT SCHEDULE 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 II, sg 20 (Elementary)
- b. School Principal I, sg 19 (Elementary)
- c. Medical Officer III, sg. 21, SGOD
- d. Security Guard I, sg.3, INAHS
- e. Education Program Specialist II (HRD), sg16, SGOD
- f. Accountant I, sg. 12, BNSHS
- g. Administrative Aide III (Clerk I), sg.3, SNSF
- h. Administrative Assistant II, sg. 8, INAHS
- i. Administrative Assistant III (Senior Bookkeeper), sg. 9, (2 items)

***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 **June 7, 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 assessment/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. Schedule of assessment for qualified applicants will be announced on a separate advisory except for the following items which is scheduled as follows:

| POSITIONS | DATE AND TIME | VENUE |
|-------------------------|-------------------------|------------------------|
| School Principal I & II | June 9, 2023, 9:00 A.M. | Ivatan Conference Hall |
| Medical Officer III | June 9, 2023, 2:00 P.M. | |

6. For your information.

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

For the SDS:


GEORGANN G. CARIASO
Assistant Schools Division Superintendent
Officer In-Charge



OSDS/ecej/ebe



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QUALIFICATION STANDARD

| POSITIONS | QUALIFICATION STANDARD | JOB SUMMARY |
|---|---|---|
| School Principal II SG20 Elementary | Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units plus 6 units of Management Training: 40 hours relevant training Experience: 1 year as Principal Eligibility: PBET/Teacher/RA1080 | 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 |
| School Principal I, SG19 Elementary | Education: Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units Training: 40 hours of relevant training (<i>Preferred: NEAP, Leadership, Management/SBM Trainings</i>) Experience: Head Teacher for 1 year or Teacher-In-Charge for 2 years or Master Teacher for 2 years or Teacher for 5 years Eligibility: RA 1080 (LET, PBET) | 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 |



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|---|---|---|
| <p>Medical Officer III SG 21 SGOD</p> | <p>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</p> | <p>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.</p> |
| <p>Accountant I SG12 BNSHS</p> | <p>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</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>Administrative Aide III (Clerk I), sg. 3 SNSF</p> | <p>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)</p> | <p>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.</p> |



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|---|--|---|
| Administrative Assistant III (Senior Bookkeeper) sg. 9 (2 items) | 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. |
| Administrative Assistant II, sg8, INAHS | 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 support accounting operations by filing documents; reconciling statements; running software programs. |
| Security Guard I, sg 3 INAHS | Education: High School Graduate Training: None required Experience: None required Eligibility: Security Guard License MC 11, s. – Cat II | Secure school premises, check windows, doors and entrances; Deters admittance of unauthorized persons to the premises; Investigates unusual conditions or disturbances; prevents damage to property; checks condition of fire hazards and do other related work. |
| Education Program Specialist II (HRD) Sg. 16 SGOD | Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job Training: 4 hours relevant training Experience: 2 years relevant experience Eligibility: RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position | To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services |



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 _____.

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|---------------------------|
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| Person Administering Oath |