



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

July 8, 2024

**DIVISION MEMORANDUM**

No. 169, 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. Accountant I, sg.12, (BNSHS, INAHS & SNSF)
- b. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- c. Master Teacher II, sg. 19, Basco Central School
- d. Master Teacher I, sg 18, Itbayat Central School
- e. Administrative Officer II (AOI), sg. 11, Imnajbu ES
- f. Education Program Supervisor, sg. 22, CID
- g. Education Program Specialist II, sg. 16 (SMN/SMME)

***\*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
- MEC Order No. 10 & 29, s. 1979
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)

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 to the SDO

official email address [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph) and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **July 18, 2024**. 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) at the SDO Bulletin Board, through a letter/text message or call. Special online interview shall be considered for applicants residing outside the province.

5. Except for the items scheduled below, assessment of applicants on all other positions will be announced on a separate memorandum:

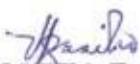
POSITION	DATE	TIME	VENUE
Admin. Officer II		9:00 P.M.	
Accountant I, Special	July 23, 2024	2:00 P.M.	
Educ. Teacher I (Elem., JHS)			

6. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph).

7. Immediate and wide dissemination of this memorandum is desired.

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

For the SDS:

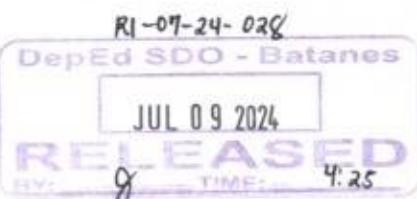
  
**VIOLETA B. GASILAO**  
Chief Education Supervisor

Encl: as stated

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

ASSESSMENT  
HIRING

OSDS/abgj/ebe



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