



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

August 1, 2023

**DIVISION MEMORANDUM**  
No. 212, 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. Guidance Counselor II, SHS, sg. 12 (SDO)
- c. Guidance Counselor III, sg. 13 (SNSF)
- d. Administrative Aide IV (Clerk II), sg4 INAHS
- e. Administrative Aide III (Clerk I), sg.3 (SNSF)
- f. Accountant I, sg. 12 (BNSHS, INAHS)
- g. Marine Engineman I, sg.4 SNSF
- h. Administrative Assistant II (Disbursing Officer II), SHS, sg.8 (RIS)
- i. Head Teacher III, sg16 (SNSF)
- j. Head Teacher I, sg14 (BNSHS)
- k. Special Education Teacher I, sg.14 (3 items)
- l. Special Science Teacher I (For DOST Scholar Graduate), sg13 (SHS)
- m. Administrative Assistant III, sg.9 (OSDS)
- n. Administrative Aide VI, sg.6 (OSDS)
- o. Medical Officer III, sg.21 (SGOD)

***\*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



Address: Basco, Batanes, 3900  
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to DepEd Order No. 007, s. 2023

- 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 online thru <http://depedbatanes.ph/assessed.html> not later than **August 10, 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.

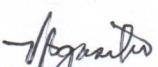
5. The assessment of applicants is scheduled as follows:

POSITION	DATE	TIME	VENUE
School Principal I, Head Teacher I & III	August 15, 2023	9:00 A.M.	
ADAIII, ADAIV, ADAVI, ADASIII, ADASII		2:00 P.M.	Ivatan Conference Hall
SPETI, SSTI, GCII & GCIII	August 17, 2023	9:00 A.M.	
MOIII, Accountant I, M. Engineman I		2:00 P.M.	

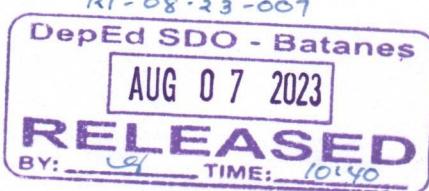
6. For your information.

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

For the SDS:

  
**VIOLETA B. GASILAO**  
Chief Education Supervisor, OIC

OSDS/abgj/ebe



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## QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
School Principal I, SG19  Elementary	<b>Education:</b> Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units <b>Training:</b> 40 hours of relevant training ( <i>Preferred: NEAP, Leadership, Management/ SBM Trainings</i> ) <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 <b>Eligibility:</b> 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
Medical Officer III SG 21  SGOD	<b>Education:</b> Doctor of Medicine <b>Training:</b> 4 hours of relevant training <b>Experience:</b> At least 1 year of relevant experience in the practice of Medicine <b>Eligibility:</b> RA 1080 (Physician's Licensure Exam) <b>Preferred qualification:</b> Preferably with MA in Public Health, Public Administration,	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



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	Management, Health Education or relevant field	sustainable linkages with educational partners and stakeholders.
Accountant I SG12  BNSHS, INAHS	<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>	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.
Administrative Aide III (Clerk I), sg. 3  SNSF	<p><b>Education:</b> Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> Career Service Sub-Professional (First Level Eligibility)</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.
Administrative Assistant III sg. 9  (OSDS Proper)	<p><b>Education:</b> Completion of at least two year studies in college.</p> <p><b>Training:</b> 4 hours relevant training</p> <p><b>Experience:</b> 1 year relevant experience</p> <p><b>Eligibility:</b> Career Service Sub-Professional (First Level Eligibility)</p>	To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.
Administrative Assistant II (Disbursing Officer II), sg8,  SHS – Raele IS	<p><b>Education:</b> Completion of at least two year studies in college.</p> <p><b>Training:</b> 4 hours relevant training</p> <p><b>Experience:</b> 1 year relevant experience</p> <p><b>Eligibility:</b> Career Service Sub-Professional (First Level</p>	<p><b>Assist the Senior Bookkeeper/School Head in the performance of the following:</b></p> <ul style="list-style-type: none"> <li>Preparation/maintenance of registries of allotment and obligations</li> </ul>



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	Eligibility)	<ul style="list-style-type: none"> <li>Preparation of liquidation of cash advances</li> <li>Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ul>
Marine Engineman I SG4  SNSF	<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>	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.
1 item  Head Teacher III SG16  SNSF	<p><b>Education:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization</p> <p><b>Training:</b> 24 hours relevant training</p> <p><b>Experience:</b> Head Teacher for 2 years or Teacher-In-Charge for 2 years; Teacher for 5 years</p> <p><b>Eligibility:</b> RA 1080</p>	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.
Head Teacher I, sg 14  BNSHS	<p><b>Education:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization</p> <p><b>Training:</b> 24 hours relevant training</p> <p><b>Experience:</b> Teacher-In-Charge for 1 year; Teacher for 3 years</p> <p><b>Eligibility:</b> RA 1080</p>	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.



Administrative Aide VI, sg 6  OSDS	<b>Education:</b> Completion of 2 years studies in college or high school graduate with relevant vocational/trade course  <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> 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 Office of the Schools Division Superintendent (OSDS)
Administrative Aide IV, sg 4  INAHS	<b>Education:</b> Completion of 2 years studies in college or high school graduate with relevant vocational/trade course  <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> Career Service Sub-Professional (First Level Eligibility)	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.
Guidance Counselor II, sg12  SHS	<b>Education:</b> Master's Degree in Guidance and Counseling <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (Guidance Counselor)	Organizes functional and suitable guidance and counseling program; Makes an action research based on the results of the identified of students' needs and problems; Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management; Acts as consultant to parents, out of school youths and community. Other related work.
Guidance Counselor III, sg13  SNSF	<b>Education:</b> Master's Degree in Guidance and Counseling <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (Guidance Counselor)	Organizes functional and suitable guidance and counseling program; Makes an action research based on the results of the identified of students' needs and problems; Designs and manages teachers' training on guidance-related topics enhancing their skills in effective pupil management; Acts as consultant to parents, out of school youths and community. Other related work.
Special Education Teacher I, sg 14  Elementary School	<b>Education:</b> Bachelor's Degree in Education with specialization in Special Education  <b>Training:</b> None required <b>Experience:</b> None required	Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems,



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	<p><b>Eligibility:</b> RA 1080 (LET, PBET)</p>	orthopedically, physically handicapped, special health 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
Special Science Teacher I, sg13  For DOST Scholar Graduate  SHS	<p><b>Education:</b> Bachelor's degree in education, or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> RA 1080 (LET, PBET)</p>	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.



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