



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

October 16, 2023

**DIVISION MEMORANDUM**

No. 280, 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. Fisherman, sg 3 (SNSF)
- b. Guidance Counselor II, SHS, sg. 12 (SDO)
- c. Guidance Counselor III, sg, 13 (SNSF)
- d. Librarian II, sg15 (CID)
- e. Project Development Officer I, sg 11 (2 items- Sabtang and Basco District)
- f. Accountant I, sg. 12 (2 items- BNSHS, INAHS)
- g. Marine Engineman I, sg.4 (SNSF)
- h. Administrative Assistant II (Disbursing Officer II), sg 8 (2 items- MNHS, MCS)
- i. Administrative Aide III, sg3 (BNSHS)
- j. Administrative Officer II, sg 11 (RIS)
- k. Special Science Teacher I (DOST Scholar Graduate), sg13 (SHS- 2 items)
- l. Special Education Teacher I, sg.14 (3 items- Uyugan, Sabtang & Itbayat)
- m. 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 to DepEd Order No. 007, s. 2023
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)



Address: Basco, Batanes, 3900  
Contact No.: 09603974200  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)  
Website: <https://batanes.deped.gov.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

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 **October 25, 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
Project Development Officer I & Admin. Officer II	November 8, 2023	9:00 A.M.	Ivatan Conference Hall
ADAI, ADASII, Fisherman, Marine Engineman		2:00 P.M.	
MOIII, Accountant I	November 9, 2023	9:00 A.M.	
SPETI, SSTI, GCII & GCIII, Librarian II		2:00 P.M.	

6. For your information.

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

For the SDS:

  
**VIRGINIA A. VINALAY**  
Administrative Officer V, OIC



OSDS/abgj/ebe



Address: Basco, Batanes, 3900  
Contact No.: 09603974200  
Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)  
Website: <https://batanes.deped.gov.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>

**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

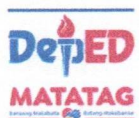
In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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

## QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Fisherman, SG3  SNSF	<p><b>Education:</b> Must be able to read and write</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> None required (MC 11, s. 96 – Cat. III)</p>	Utilizing fish finding equipment to locate fish and other aquatic animals. Use of different types of equipment to catch fish which includes nets, fishing lines and traps. Operate, maintenance, trouble shoot, repair and cleaning of fishing vessel & machinery to hoist captured fish onto a boat. Sort & clean fish for use in the school laboratory.
Medical Officer III SG 21  SGOD	<p><b>Education:</b> Doctor of Medicine</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Experience:</b> At least 1 year of relevant experience in the practice of Medicine</p> <p><b>Eligibility:</b> RA 1080 (Physician's Licensure Exam)</p> <p><b>Preferred qualification:</b> Preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field</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.



Address: Basco, Batanes, 3900  
 Contact No.: 09603974200  
 Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
 Facebook: [facebook.com/deped.batanes](https://www.facebook.com/deped.batanes)  
 Website: <https://batanes.deped.gov.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

<p>Accountant I SG12</p> <p>2 items (BNSHS, INAHS)</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>Administrative Aide III (Clerk I), sg. 3</p> <p>BNSHS</p>	<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>	<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>
<p>Administrative Officer II (AOI) sg. 11</p> <p>(Raele Integrated School)</p>	<p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> Career Service Professional (Second Level Eligibility)</p> <p><b>Preferred qualification:</b> Must have atleast 9 units related to accounting/finance/human resource.</p>	<p>This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school</p>
<p>Administrative Assistant II (Disbursing Officer II), sg8,</p> <p>(MNHS, MCS)</p>	<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>	<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> <li>· Preparation of liquidation of cash advances</li> </ul>

		<ul style="list-style-type: none"> <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.
Project Development Officer I sg. 11  (2 items- Sabtang and Basco District)	<p><b>Education:</b> Bachelor's degree relevant to the job</p> <p><b>Training:</b> None required</p> <p><b>Experience:</b> None required</p> <p><b>Eligibility:</b> Career Service Professional (Second Level Eligibility)</p>	Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school
Librarian II, sg 15  CID	<p><b>Education:</b> Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Eligibility:</b> RA 1080 (Librarian)</p>	To manage, maintain, and monitor uploaded and catalogue of materials in the LRMS portal and maintain the schools division library. To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services

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)	
Special Education Teacher I, sg 14  (3 items - Sabtang, Itbayat and Uyugan District)	<b>Education:</b> Bachelor's Degree in Education with specialization in Special Education <b>Training:</b> None required <b>Experience:</b> None required  <b>Eligibility:</b> RA 1080 (LET, PBET)	Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, 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  <b>For DOST Scholar Graduate</b>  SHS – 2 items	<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 <b>Training:</b> None required <b>Experience:</b> None required <b>Eligibility:</b> RA 1080 (LET, PBET)	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.