

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

February 12, 2025

DIVISION MEMORANDUM

No. 044, s. 2025

ASSESSMENT OF VARIOUS POSITIONS 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, INAHS
- b. Head Teacher I, sg. 14, BNSHS
- c. Head Teacher I, sg. 14, Elementary
- d. Administrative Officer IV (Cashier II), sg. 15, OSDS- Admin
- e. Security Guard I, sg.3, Elementary
- f. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- g. Special Science Teacher I, sg 13, (IIS, BGCHS)
- h. School Librarian III, sg. 13, INAHS
- i. Marine Engineman I, sg. 4, SNSF
- j. Medical Officer III, sg 21, SGOD
- k. Dentist II, sg17, SDO
- l. Education Program Specialist II- HRDD, sg. 16, SGOD

2. 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 and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **February 26, 2025**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes.

3. The following references shall be used during the evaluation of documents, it is empirical that all necessary documents to earn points be submitted as means of verification.

HIRING GUIDELINES

- DepEd Order No. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

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7. The applicants assume 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.

5. 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.

6. Enclosed is the **Qualification Standard** for said position for immediate perusal.

7. 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.

8. Final assessment and interview is scheduled as follows:

POSITION	DATE	TIME	VENUE
Accountant I & Medical Officer III, Dentist II	February 28, 2025	9:00 A.M.	Ivatan Conference Hall
Special Educ. Teacher I (Elem., JHS), School Librarian III, Special Science Teacher I		2:00 P.M.	
Head Teacher I, Education Program Specialist II	March 3, 2025	9:00 a.m.	
Admin. Officer IV (Cashier II), Security Guard I, Marine Engineman I		2:00 p.m.	

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

10. Immediate and wide dissemination of this Memorandum is desired.

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

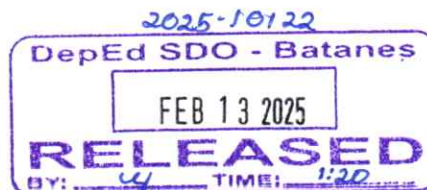
Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT
HIRING

OSDS/abgj/ebe



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QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
Head Teacher I, sg14, 2 items (Elementary & Batanes National Science HS)	Education: Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate major in the secondary Training: 24 hours relevant training Experience: Teacher-In-Charge for 1 year; Teacher for 3 years Eligibility: PBET/Teacher/RA 1080	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.
Medical Officer III SG 21 SGOD	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	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.



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Accountant I SG12 INAHS	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	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.
Marine Engineman I SG4 SNSF	Education: High School Graduate or Completion of relevant vocational/trade course Training: None required Experience: None required Eligibility: Automotive Mechanic (Heavy Duty) (MC 11, s. 96 – Cat. I)	Machine Operation and Repair. Testing the performance/ condition and repair of marine engines, fishing boat and other school electrical systems and school facilities. Performs other related work as per instruction of the school head.
Administrative Officer IV (Cashier II) sg. 15 OSDS – Admin Section	Education: Bachelor's degree relevant to the job Training: 4 hours of relevant training Experience: 1 year relevant experience Eligibility: Career Service Professional (Second Level Eligibility)	To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations
Special Education Teacher I, sg 14 4 items Elementary- Sabtang, Mahatao and Uyugan District) Secondary- Ivana National HS	Education: Bachelor's Degree in Education with specialization in Special Education Training: None required Experience: None required Eligibility: 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

School Librarian III, sg 13 INAHS	Education: Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science Training: 8 hours relevant training Experience: 2 years of relevant experience Eligibility: RA 1080	Selects and evaluates books, periodicals, pamphlets and other library materials from approved list. Records, classifies, catalogs, prepares cards and date due slips to all books and other library materials before shelving. Prepared library reports and other related work.
Special Science Teacher I, sg13 For DOST Scholar Graduate SHS – 2 items (BGCHS, IIS)	Education: Bachelor's Degree in specialized field in Science Technology, Engineering, Mathematics or other applied courses as identified and approved by DOST as priority S & T courses Training: None required Experience: None required Eligibility: 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.
Security Guard I, sg 3 Elementary	Education: High School Graduate Training: none required Experience: none required Eligibility: Security Guard License (MC11, 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, sg 16 SGOD - HRD	Education: Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job Training: 8 hours relevant training Experience: 2 years experience in education research, development, implementation or other 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