

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

October 1, 2025

DIVISION MEMORANDUM

No. 274, s. 2025

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, INAHS
- b. Special Education Teacher I, sg.14, (3 Elem & 1 JHS)
- c. School Librarian III, sg. 13, INAHS
- d. Marine Engineman I, sg. 4, SNSF
- e. Medical Officer III, sg 21, SGOD
- f. Guidance Counselor II, SHS, sg. 12 (SGOD)
- g. Guidance Counselor III, sg. 13 (SNSF)
- h. Administrative Assistant II (Disbursing Officer II), sg.8, SHS (RIS)
- i. Administrative Assistant III (Senior Bookkeeper), sg 9, 2 items (Basco District)
- j. Administrative Aide VI (Clerk III). sg. 6, 3 items (SDO Admin., Supply, SNSF)
- k. Administrative Aide IV (Clerk II), sg.4, BNSHS
- l. Administrative Aide III (Clerk I), sg3, 2 items (MNHS, SNSF)
- m. Head Teacher III - Secondary, sg. 16, MNHS
- n. Legal Assistant I, sg. 10, Office of the SDS
- o. Attorney III, sg. 21, Office of the SDS
- p. Administrative Officer IV (AOII- Procurement), sg.15, Office of the SDS
- q. Administrative Officer II, sg11, Office of the SDS

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 **October 10, 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.



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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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)
- DepEd Order 20 & 21 s. 2025 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions)

4. 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 (EEOPI)** 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 are scheduled as follows:

POSITION	DATE	TIME	VENUE
Administrative Assistants II & III and Admin. Aide III, IV and VI, Marine Engineman I	October 22, 2025	9:00 A.M.	Ivatan Conference Hall
Administrative Officer II and IV (Procurement), Attorney III and Legal Assistant I		2:00 P.M.	
Head Teacher III, Medical Officer III, Accountant I	October 23, 2025	9:00 A.M.	
SPETI, School Librarian III, Guidance Counselor II & III		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.

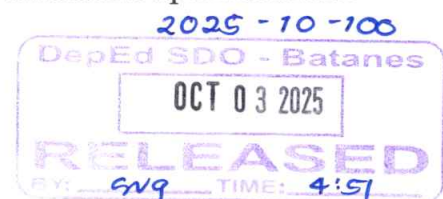

DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl: as stated

To be indicated in the Perpetual Index

Under the following subjects: ASSESSMENT, HIRING

OSDS/djm/ebe



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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.



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SCHOOLS DIVISION OF BATANES

QUALIFICATION STANDARD

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
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.
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.



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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.
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 Education Teacher I, sg 14 4 items Elementary- 3 items Secondary- 1 item (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
Administrative Officer IV (Administrative Officer II), Procurement sg. 15 OSDS - Proper	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)	The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and

		preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.
Administrative Officer II sg. 11 (OSDS - Procurement)	Education: Bachelor's degree relevant to the job Training: None required Experience: None required Eligibility: Career Service Professional (Second Level Eligibility)	The Administrative Officer II is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information (RF Is) and other tender documents; preparation of Contracts, Memoranda of Agreement (MOA), and Purchase Orders (POs) and other agreement documents in the Schools Division Office (SDO), specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PPMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance of pricelist of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

Guidance Counselor II, sg12 SHS, SGOD	Education: Master's Degree in Guidance and Counseling Training: None required Experience: None required Eligibility: 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	Education: Master's Degree in Guidance and Counseling Training: None required Experience: None required Eligibility: RA 1080 (Guidance Counselor)	
Legal Assistant I, sg10 Office of the SDS	Education: BS Legal Management, AB Paralegal Service, Law, Political Science or other legal courses Training: None required Experience: None required Eligibility: Career Service Professional (Second Level Eligibility)	To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.
Attorney III, sg. 21 Office of the SDS	Education: Bachelor of Law Training: 4 hours of relevant training Experience: One (1) year relevant experience Eligibility: RA 1080 (Bar)	To provide effective, efficient, judicious and expeditious legal service to the Schools Division Office (SDO) through: - Impartial, evidence-based, and speedy disposition of administrative cases and complaints; - Effective and efficient in-house general legal services; - Safeguarding the Department's rights and interest on school sites; and - Constant monitoring and timely submission of reportorial requirements required by law .

Administrative Assistant III (Senior Bookkeeper), sg 9, 2 items Basco District	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.
Head Teacher III, sg 16 Mahatao NHS	Education: Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization Training: 24 hours of relevant training Experience: Head Teacher for 2 years or Teacher-In-Charge for 2 years; Teacher for 5 years Eligibility: 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.
Administrative Aide III (Clerk I) sg. 3 MNHS and SNSF	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)	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 II (Disbursing Officer II), sg8, Raele IS - SHS	Education: Completion of at least two year studies in college. Training: 4 hours relevant training Experience: 1 year relevant experience	Assist the Senior Bookkeeper/School Head in the performance of the following: Preparation/maintenance of registries of allotment and obligations

	Eligibility: Career Service Sub-Professional (First Level Eligibility)	· Preparation of liquidation of cash advances · Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances · Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Administrative Aide IV (Clerk II), sg4, BNSHS	Education: Completion of at least two year 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)	To assist the management and staff and provide administrative support in the effective and efficient operation of the school.
Administrative Aide VI (Clerk III), sg6, 3 items 2 OSDS 1 SNSF	Education: Completion of at least two year studies in college or High School graduate with relevant vocational/trade course. Training: 4 hours relevant training Experience: 1 year relevant experience Eligibility: 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 CID Division.