



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

13 SEP 2024

No. 516, s. 2024

**ACCEPTANCE OF APPLICATION FOR SENIOR EDUCATION PROGRAM SPECIALIST**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Senior Education Program Specialist**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Monday, September 23, 2024** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.
3. The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRM-PSB) in the evaluation of applicants:

**SENIOR EDUCATION PROGRAM SPECIALIST**

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080, Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	19-1 (P53,873.00)

4. Applicants shall submit one (1) copy of the following documentary requirements:
  - a. Letter of intent addressed to the Schools Division Superintendent, using the following format:

**ANSELMO R. ALUDINO**  
 Schools Division Superintendent  
 Schools Division of the City of Batac

Thru: DeeJay R. Opelac  
 Administrative Officer IV  
 Acting Human Resource Management Officer



2413424



DepEd Batac City



batac.city@depd.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,  
 City of Batac, Ilocos Norte  
 Telephone No.: (077) 677-1993



- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation 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 in the current/latest position 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 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from <https://tinyurl.com/5dx77m6c>, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. 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
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 4(i) is not relevant to the position to be filled, if applicable.

5. Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU ([sdcbhrrunit@deped.gov.ph](mailto:sdcbhrrunit@deped.gov.ph)), subject to the submission of the hard copy for purposes of verification.

6. Submitting original documents is strongly discouraged, as they are only required for presentation during the validation process.

7. Applications with incomplete documents shall not be entertained.

8. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.

9. Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.

10. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced

by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

11. Applicants are also reminded that **DepEd Order No. 007, s. 2023 will be used as the legal basis in the recruitment, selection and appointment.**

12. The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.

13. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;

14. Immediate and widespread dissemination of this Memorandum is desired.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference:  
To be included in the Perpetual Index  
Under the following subject:

Application          Documents

OSDS HRMU FDA/Submission of Application for Senior Education Program Specialist  
062/September 12, 2024



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

**RECEIVED**  
Office/Unit: CSC FO Ilocos Norte  
Transaction No. INFO-P-24-98  
Date and Time: 10 SEP 2024  
Received by: CIARA MAE AGASINO  
Remarks:

Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

**ANSELMO R. ALUDINO**  
Schools Division Superintendent  
Date: **SEPTEMBER 10, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Education Program Specialist	OSEC-DECSB-SREPS-60013-2016	19	53,873.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	Schools Division of the City of Batac
2	Teacher II (Senior High School)	OSEC-DECSB-TCH2-60084-2022	12	30,705.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At Least NC*II + TMC*II *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment; RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	N/A	Schools Division of the City of Batac

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 23, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of the Performance Rating in the last three rating period(s) (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Updated Service Records (if applicable).
6. Certificate of Outstanding Accomplishments.
7. Certificate of Trainings Attended.
8. Omnibus Sworn Statement
9. Checklist of Requirements, and
10. Other documents as may be required under DepEd Order No. 7, s. 2023 and DepEd Order No. 66, s. 2007

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ANSELMO R. ALUDINO**  
Schools Division Superintendent  
#16S Quiling Sur, City of Batac, Ilocos Norte  
[SDCBHRUnit@deped.gov.ph](mailto:SDCBHRUnit@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*\*This notice of vacancy is open to all qualified applicants regardless of age, race, ethnicity, sexual preferences and PWDs.*

NOTED:  
ATTY REX R. AMI  
Director II

**The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.**