



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 008, s. 2025

07 JAN 2025

ACCEPTANCE OF APPLICATION FOR TEACHER I (ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL) POSITIONS FOR SCHOOL YEAR 2025-2026

To: **Interested Qualified Applicants**

- The Schools Division of the City of Batac (SDCB) is now accepting applications for Teacher I (Elementary, Junior High School and Senior High School) positions for School Year 2025-2026.
- All interested applicants are advised to submit their application documents **on or before Friday February 14, 2025** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.
- The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRM-PSB) in the evaluation of applicants:

ELEMENTARY

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)
Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher) with valid license	N/A

JUNIOR HIGH SCHOOL

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)
Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher) with valid license	N/A



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

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

SENIOR HIGH SCHOOL

Academic Track

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)
Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for 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

Technical Vocational Livelihood Track

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)
Bachelor's degree holder, or completion of technical vocational course(s) in the area of specialization	None Required	At least NC* II *Appropriate to the specialization	Applicants for 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

Sports Track

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)
Bachelor's degree holder with a major in the field(s) under the track, or any Bachelor's degree plus 15 units of specialization in the field(s) under the Track	None Required	None Required	Applicants for 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

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: Jadley Mel P. Piso
Administrative Officer IV
HRMO

- 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 (sdcbhrunit@deped.gov.ph), subject to the submission of the hard copy for purposes of verification.

6. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.

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

8. Also, applications for Teacher I (Elementary, Junior and Senior High School) submitted prior to the date of this Memorandum shall be included in the list of applicants to be screened.

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.



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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 JMP/Submission of Application for T1
002/January 06, 2025