



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 049, s. 2025

22 JAN 2025

ACCEPTANCE OF APPLICATION FOR NURSE II, ADMINISTRATIVE OFFICER IV, AND ADMINISTRATIVE OFFICER I

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Nurse II, Administrative Officer IV, and Administrative Officer I**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Friday, January 31, 2025** 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 (HRMPSB) in the evaluation of applicants:

NURSE II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
BS Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	N/A	16-1 (P41,616.00)

ADMINISTRATIVE OFFICER IV

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Bachelor's Degree Relevant to the Job	1 year of relevant experience	4 hours of relevant training	CS Professional/ Second Level Eligibility	N/A	15-1 (P38,413.00)



SDCB RECORDS UNIT

2501260

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



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

ADMINISTRATIVE OFFICER I

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	10-1 (P24,381.00)

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

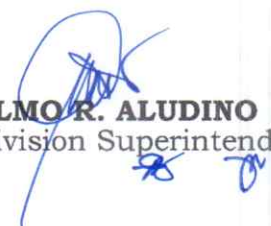
Thru: JADLEY MEL P. PISO
Administrative Officer IV
Human Resource Management Officer

- 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. 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.: CS Form No. 9 Revised 2018
Reference: None
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/Submission of Application for NurseII, AOIV, and AOI
006/January 21, 2025

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

RECEIVED

Office/Unit: CSC FO Ilocos Norte
Transaction No. INFO- P-25-57
Date and Time: JAN 21 2025
Received by: 
Remarks: _____


Schools Division Superintendent
Date: **JANUARY 21, 2025**

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:

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	Special Education Teacher III (Elementary)	OSEC-DECSB-SPET3-60009-2014	16	41,616.00	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
2	Teacher II (Junior High School)	OSEC-DECSB-TCH2-60138-2020	12	30,705.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080 (Teacher)	N/A	City of Batac National High School Poblacion
3	Teacher I (Senior High School)	OSEC-DECSB-TCH1-60706-2018	11	28,512.00	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 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
4	Teacher I (Elementary)	OSEC-DECSB-TCH1-60950-2018	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
5	Teacher I (Elementary)	OSEC-DECSB-TCH1-83808-1998	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac

NOTED:

ATTY. REX R. AMI
Director II

6	Teacher I (Elementary)	OSEC-DECSB-TCH1-60151-2019	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
7	Nurse II	OSEC-DECSB-NURS2-60078-2021	16	41,616.00	BS Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	City of Batac National High School Poblacion
8	Administrative Officer IV	OSEC-DECSB-ADOF4-60006-2022	15	38,413.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	N/A	Schools Division of the City of Batac
9	Administrative Officer I	OSEC-DECSB-ADOF1-60050-2004	10	24,381.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	City of Batac National High School Poblacion

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 **JANUARY 31, 2025**.


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;
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 Nos. 007, 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

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.