



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 047, s. 2025

03 FEB 2025

ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II POSITION

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Administrative Assistant II**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Friday, February 07, 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:

ADMINITRATIVE ASSISTANT II

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	N/A	8-1 (P20,534.00)

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



SDCB RECORDS UNIT

2501895



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

- 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 ADAS II
008/January 30, 2025

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


RECEIVED

Office/Unit: CSC FO Ilocos Norte
Transaction No. INFO-2501
Date and Time: JAN 28 2025
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: **JANUARY 28, 2025**

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	Administrative Assistant II	OSEC-DECSB-ADAS2-60444-2016	8	20,534.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	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 **FEBRUARY 07, 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.

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.