



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **533**, s. 2025

13 AUG 2025

ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III POSITIONS

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Administrative Assistant III**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Friday August 22, 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:

Six (6) Administrative Assistant III

Education:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training:	4 hours of relevant training
Experience:	1 year of relevant experience
Eligibility:	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility
Salary Grade:	9
Monthly Salary:	Php 23,226.00
Vacated by:	Jodhel L. Pinera
Plantilla Item No.:	OSEC-DECSB-ADAS3-60013-2018
	Renalyn A. Rodrigo OSEC-DECSB-ADAS3-60014-2018
	Claire Jasmin P. Cacatian OSEC-DECSB-ADAS3-60022-2018
Job Description:	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.
Vacated by:	Maribel A. Tutaan
Plantilla Item No.:	OSEC-DECSB-ADAS3-60021-2018
	Maricel N. Sonico OSEC-DECSB-ADAS3-60018-2018



SDCB RECORDS UNIT

2512381

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

Job Description:	To assist the management and staff and provide administrative support in the effective and operation of the division.
Station	Schools Division of the City of Batac
Vacated by: Plantilla Item No.:	Mark Lester B. Gudoy OSEC-DECSB-ADAS3-60193-2017
Job Description:	To support accounting operations such as maintenance of schools' subsidiary ledgers, assisted the school head in the preparation of liquidation reports on cash advances, preparation and submission to the Division Office the Monthly Summary of cash advance received, liquidated and balances, and perform other related task as may be assigned by the Schools Division Superintendent.
Station:	Hilario Valdez Memorial Elementary School

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:
- 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 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 within five (5) days from the date of submission online.** Failure to submit the hard copy is tantamount to non-submission of application documents.

6. The applicant must **indicate in his or her application letter the Plantilla Item No. of the position that he or she is applying for. Letter of intents not indicating the Plantilla Item No. applied for means a return of the entire application documents to the applicant for rectification.** The submission of the rectified application letter must be submitted within the period of submission of application documents.
7. **No additional** document/s shall be accepted after the set deadline.
8. Documents should be **arranged according to the criteria with proper ear-tag/s** and should be **placed in a long orange folder.**
9. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
10. Application documents submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
11. 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.
12. Qualified applicants shall be assessed using the criteria stipulated in the following DepEd Orders:
- a. **DepEd Order No. 007, s. 2023** – Guidelines in the Recruitment, Selection and Appointment in the Department of Education; and
 - b. **DepEd Order No. 021, s. 2024** – Amendment to DepEd Order No. 007, s. 2023
13. 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.
14. 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.
15. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
16. **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 ADASIII
0063/August 12, 2025

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

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:

RECEIVED
Electronic copy to be submitted to the
Office/Unit: **CSC FO must be in MS Excel format**
Transaction No. **INFO- P-25-375**
Date and Time: **AUG 11 2025**
Received by: 
ANSELMO R. ALUDINO
Schools Division Superintendent
Date: **AUGUST 11, 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 III	OSEC-DECSB-ADAS3-60013-2018	9	23,226.00	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
2	Administrative Assistant III	OSEC-DECSB-ADAS3-60014-2018	9	23,226.00	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
3	Administrative Assistant III	OSEC-DECSB-ADAS3-60018-2018	9	23,226.00	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
4	Administrative Assistant III	OSEC-DECSB-ADAS3-60022-2018	9	23,226.00	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
5	Administrative Assistant III	OSEC-DECSB-ADAS3-60021-2018	9	23,226.00	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
6	Administrative Assistant III	OSEC-DECSB-ADAS3-60193-2017	9	23,226.00	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 **AUGUST 22, 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: 
MARINA N. GARCIA, MHRM
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.