



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **534**, s. 2025

13 AUG 2025

**ACCEPTANCE OF APPLICATION FOR MASTER TEACHER I, TEACHER IV (SNET I), TEACHER III, TEACHER II (ELEMENTARY), TEACHER II (SENIOR HIGH SCHOOL TEACHER II-ACADEMIC TRACK AND CORE SUBJECTS) POSITIONS**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Master Teacher I, Teacher IV (SNET I), Teacher III, Teacher II (Elementary), and Teacher II (Senior High School Teacher II-Academic Track and Core Subjects)**.
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:

**One (1) Master Teacher I (Elementary)**

Education:	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area
Training:	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization <b>and</b> 8 hours of training in instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)
Experience:	5 years teaching experience
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)
Salary Grade:	18
Monthly Salary:	Php 51,304.00
Vacated by: Plantilla Item No.:	Wilfredo R. Bonagua OSEC-DECSB-MTCHR1-62353-1998
Job Description:	Organize, administers, directs, controls and manages personal, community resources potentials in attaining the desired goals of education and the government socio-economic program.
Station:	Schools Division of the City of Batac



SDCB RECORDS UNIT

2512380

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



DepEd Batac City



batac.city@depd.gov.ph



www.csdbatac.com

**One (1) Teacher IV (Special Needs Education Teacher I, Elementary)**

Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)
Experience:	3 years teaching experience
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)
Salary Grade:	14
Monthly Salary:	Php 37,024.00
Vacated by: Plantilla Item No.:	Cherryl R. Bonagua OSEC-DECSB-SPET1-60012-2007
Job Description:	To perform teaching which includes preparation and execution of lesson plans; evaluation, monitoring and assessment of learners performance; supervision of curricular and co-curricular project and activities; and counselling of learners.
Station:	Schools Division of the City of Batac

**One (1) Teacher III (Elementary)**

Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Training:	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Experience:	2 years teaching experience
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)
Salary Grade:	13
Monthly Salary:	Php 34,421.00
Vacated by: Plantilla Item No.:	Chris Madel D. Mendoza OSEC-DECSB-TCH3-66174-1998
Job Description:	To perform teaching which includes preparation and execution of lesson plans; evaluation, monitoring and assessment of learners performance; supervision of curricular and co-curricular project and activities; and counselling of learners.
Station:	Schools Division of the City of Batac



**One (1) Teacher II (Elementary)**

Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Training:	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Experience:	1 year teaching experience
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)
Salary Grade:	12
Monthly Salary:	Php 32,245.00
Vacated by: Plantilla Item No.:	Annabel L. Ibuyat OSEC-DECSB-TCH2-66203-1998
Job Description:	To perform teaching which includes preparation and execution of lesson plans; evaluation, monitoring and assessment of learners performance; supervision of curricular and co-curricular project and activities; and counselling of learners.
Station:	Schools Division of the City of Batac

**Three (3) Teacher II (Senior High School)**

Education:	Bachelor's degree with a major in the relevant strand/ subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education
Training	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years
Experience:	1 year experience in teaching or industry work in relevant strand/subject
Eligibility:	RA 1080, as amended (Teacher-Secondary) for permanent appointments
Salary Grade:	12
Monthly Salary:	Php 32,245.00
Vacated by: Plantilla Item No.:	Ryan I. Roldan OSEC-DECSB-TCH2-60763-2017  Janice F. Sibucan OSEC-DECSB-TCH2-60762-2017  Grace D. Calderon OSEC-DECSB-TCH2-60772-2017
Job Description:	To performs teaching which includes preparation and execution of lesson plans; evaluation, monitoring and assessment of learners performance; supervision of curricular

	and co-curricular project and activities; and counselling of learners.
Station:	Schools Division of the City of Batac

4. Applicants shall submit one (1) copy of the following documentary requirements:

a. Letter of intent addressed to the Schools Division Superintendent, containing the following information:

**ANSELMO R. ALUDINO**

Schools Division Superintendent  
Schools Division of the City of Batac

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

- i. Statement of purpose/ expression of interest; and
- ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Photocopy of duly signed Service Record or Certificate of Employment whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, <sup>4</sup> Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Rating with at **least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of the Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- l. 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/AnnexC-HigherTeaching>, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 and as further amended by RA No. 10755, and
- m. Other documents as may be required by the HRMPSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

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](mailto: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:**
  - a. **Blue long envelope for Elementary;**
  - b. **Green long envelope for Junior High School; and**
  - c. **Red long envelope for Senior High School.**
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 Order:
  - a. **DepEd Order No. 20, s. 2024** – Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions
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 Applications for Master Teacher I, Teacher IV (SNET 1), Teacher III, Teacher II (Elementary) and Teacher II (Senior High School - Teacher II - Academic Track and Core Subjects)  
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  
CSC FO must be in MS Excel format

Office/Unit: CSC FO Ilocos Norte  
Transaction No. INFO- P-25-374  
Date and Time: AUG 11 2025  
Received by: *[Signature]*  
**ANSELMO R. ALUDINO** MEd  
Schools Division Superintendent  
Remarks:  
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	Master Teacher I (Elementary)	OSEC-DECSB-MTCHR1-62353-1998	18	51,304.00	Master's degree in Education, or Educational Leadership, or Educational Management, or relevant subject or learning area	24 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization and 8 hours of training in instructional Supervision acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher)	5 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
2	Teacher IV (Special Needs Education Teacher I)	OSEC-DECSB-SPET1-60012-2007	14	37,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
3	Teacher III (Elementary)	OSEC-DECSB-TCH3-66174-1998	13	34,421.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary) N/A	N/A	Schools Division of the City of Batac

*[Signature]*  
**MARINA N. GARCIA, MHRM**  
DIRECTOR II



4	Teacher II (Elementary)	OSEC-DECSB-TCH2-66203-1998	12	32,245.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
5	Teacher I (Elementary)	OSEC-DECSB-TCH1-83183-1998	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
6	Teacher I (Elementary)	OSEC-DECSB-TCH1-72766-1998	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
7	Teacher II (Senior High School Teacher II-Academic Track and Core Subjects)	OSEC-DECSB-TCH2-60763-2017	12	32,245.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	N/A	Schools Division of the City of Batac
8	Teacher II (Senior High School Teacher II-Academic Track and Core Subjects)	OSEC-DECSB-TCH2-60762-2017	12	32,245.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	N/A	Schools Division of the City of Batac

NOTED:

*Marina N. Garcia*  
MARINA N. GARCIA, MHRM  
DIRECTOR II

9	Teacher II (Senior High School Teacher II-Academic Track and Core Subjects)	OSEC-DECSB-TCH2-60772-2017	12	32,245.00	Bachelor's degree with a major in the relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in the relevant strand/subject plus 18 units of professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year experience in teaching or industry work in relevant strand/subject	RA 1080, as amended (Teacher-Secondary) for permanent appointments	N/A	Schools Division of the City of Batac
10	Teacher I (Secondary)	OSEC-DECSB-TCH1-60002-1999	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary)	N/A	City of Batac National High School Poblacion
11	Teacher I (Secondary)	OSEC-DECSB-TCH1-60942-2018	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary)	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 **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](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. 019, s. 2025**

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)

DOCUMENTS SHALL NOT BE ENTERTAINED.

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.**