



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **548**, s. 2025

20 AUG 2025

**ACCEPTANCE OF APPLICATION FOR TEACHER III (ELEMENTARY)  
POSITION**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Teacher III (Elementary)**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Thursday August 28, 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) 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:	Mary Jane B. Silao
Plantilla Item No.:	OSEC-DECSB-TCH3-61814-2020
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

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



SDCB RECORDS UNIT

2512767



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

- 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 long blue 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 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 Application for Teacher III (Elementary)  
0067/August 19, 2025