



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **595**, s. 2025

09 SEP 2025

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE AIDE VI
(CLERK III) POSITION**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Administrative Aide VI (Clerk III)**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Monday September 15, 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) Administrative Aide VI (Clerk III)

Education:	Completion of two-year studies in college
Training:	None Required
Experience:	None Required
Eligibility:	Career Service (Sub-professional)/First Level Eligibility
Salary Grade:	6
Monthly Salary:	Php 18,957.00
Vacated by:	Maurichy Alwenor C. Bandiola
Plantilla Item No.:	OSEC-DECSB-ADA6-60007-2016
Job Description:	To provide administration services to the management and personnel records of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc).
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, using the following format:



SDCB RECORDS UNIT

2513686



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

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 (sdcbhrrunit@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 ADA6 (Clerk III)
0070/September 08, 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-25-423
Date and Time: SEP 04 2025
Received by: JENNIE ROSE PIABANDIA
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:

SEPTEMBER 04, 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	Teacher III (Elementary)	OSEC-DECSB-TCH3-66154-1998	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	Schools Division of the City of Batac
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-60007-2016	6	18,957.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ 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 **SEPTEMBER 15, 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 No. 07, S. 2023, DepEd Order No. 020, s. 2024, and DepEd Order No. 019, s. 2025**

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 M. 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.