



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

09 FEB 2026

DIVISION MEMORANDUM

No. 101, s. 2026

**ACCEPTANCE OF APPLICATION FOR SBFP-COS (CONTRACT OF SERVICE) ADMINISTRATIVE SUPPORT (AS) II**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **SBFP-COS Administrative Support (AS) II**.
2. All interested applicants are advised to submit their application documents **on or before 5:00 PM, Wednesday February 11, 2026** 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 (HRM-PSB) in the evaluation of applicants:

**SBFP-COS, ADMINISTRATIVE SUPPORT (AS) II**

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (if applicable)
Completion of at least two years in college; or Senior High School graduate with specialization relevant to the job	8 hours of relevant training	1-year relevant experience	N/A	N/A

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 2025) 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;



SDCB RECORDS UNIT

2602366



DepEd Batac City



batac.city@deped.gov.ph



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

- 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/SDCBRecruitment2026>, 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](mailto:sdcbhrunit@deped.gov.ph)), subject to the submission of the hard copy for purposes of verification.
  6. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
  7. Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.
  8. 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.
  9. 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.
  10. 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.
  11. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
  12. 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/SubmissionofApplicationforSBFPCOS  
 010/February 06, 2026



DepEd Batac City



[batac.city@deped.gov.ph](mailto:batac.city@deped.gov.ph)



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