



Republic of the Philippines  
**Department of Education**  
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **132**, s. 2026

20 FEB 2026

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II,  
 ADMINISTRATIVE ASSISTANT I, AND ADMINISTRATIVE AIDE VI  
 (CLERK III) POSITIONS**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Administrative Assistant II, Administrative Assistant I, and Administrative Aide VI (Clerk III)**.
2. All interested applicants are advised to submit their application documents **on or before 4:00 PM, Monday March 02, 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 (HRMPSB) in the evaluation of applicants:

**Two (2) Administrative Assistant II**

Education:	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/Senior High School under Technical- Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
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:	8
Monthly Salary:	Php 22,423.00
Vacated by:	Aileen T. Tolentino/Evelyn G. Cabuntasan
Plantilla Item No.:	OSEC-DECSB-ADAS2-60004-2016/OSEC-DESCB-ADAS2- 60015-2010
Job Description:	To support accounting operations by filing documents; reconciling statements; running software programs
Station:	Schools Division of the City of Batac/Batac National High School



SDCB RECORDS UNIT

2603094



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

**One (1) Administrative Assistant I**

Education:	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018) or Completion of Grade 12/Senior High School under Technical- Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
Training:	None Required
Experience:	None Required
Eligibility:	Relevant MC 11 s. 1996 Career Service (Sub- professional)/First Level Eligibility
Salary Grade:	7
Monthly Salary:	Php 20,914.00
Vacated by:	Pauline Joyce F. Lopez
Plantilla Item No.:	OSEC-DECSB-ADAS1-60005-2016
Job Description:	To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies. To provide administrative support to the Finance Services functions.
Station:	Schools Division of the City of Batac

**One (1) Administrative Aide VI (Clerk III)**

Education:	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*
Training:	None Required
Experience:	None Required
Eligibility:	Career Service (Sub-professional)/First Level Eligibility
Salary Grade:	6
Monthly Salary:	Php 19,716.00
Vacated by:	Kristel Faye B. Pijera
Plantilla Item No.:	OSEC-DECSB-ADA6-60006-2016
Job Description:	To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports.
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:

**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

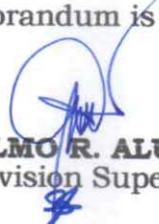
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such 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;
- 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 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 ADAS2, ADAS1, and ADA6 (Clerk III)  
0013/February 19, 2026

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

**RECEIVED**  
Office/Unit: CSC FO Ilocos Norte  
Transaction No. INFO-P-26-90  
Date and Time: 18 FEB 2026  
Received by: JENNIE ROSE PABANDIA

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: **FEBRUARY 18, 2026**

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/ Area of Specialization /Residency Requirement (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3-60515-2023	13	36,125.00	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 Assistant II	OSEC-DECSB-ADAS2-60004-2016	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	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 II	OSEC-DECSB-ADAS2-60015-2010	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	Batac National High School

NOTE:

**JERWIN R. LINSANGAN**  
Director II

4	Administrative Assistant I	OSEC-DECSB-ADAS1-60005-2016	7	20,914.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	Schools Division of the City of Batac
5	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-60006-2016	6	19,716.00	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*	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 **March 02, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) 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. 07, S. 2023** for non-teaching personnel and **DepEd Order No. 20, s. 2024** for teaching personnel.

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](mailto: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:

**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.**

**JERWIN R. LINSANGAN**  
 Director II