



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

18 MAR 2026

No. **204**, s. 2025

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II,  
 AND ADMINSTRATIVE 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 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 30, 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:

**One (1) 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:	Donald Q. Vicente
Plantilla Item No.:	OSEC-DECSB-ADAS2-60445-2016
Job Description:	To support accounting operations by filling documents; reconciling statements; running software programs.
Station:	Schools Division of the City of Batac



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

16. Immediate and widespread dissemination of this Memorandum is desired.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant 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 Administrative Assistant II and Administrative Aide VI (Clerk III)  
0017/March 18, 2026

**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:	Madeleine G. Ancheta
Plantilla Item No.:	OSEC-DECSB-ADA6-60009-2016
Job Description:	To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparation 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:



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- 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;