



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 281, s. 2026

06 MAY 2026

**ACCEPTANCE OF APPLICATION FOR SCHOOL PRINCIPAL II  
 (SECONDARY) POSITION**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **School Principal II (Secondary)**.
2. All interested applicants are advised to submit their application documents **on or before 4:00 PM, Friday May 15, 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) School Principal II (Secondary)**

Education:	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management
Training:	32 hours of training in any of a or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years
Experience:	5 years teaching experience and 2 years experience in school management and operations
Eligibility:	RA 1080 (Teacher)
Salary Grade:	20
Monthly Salary:	Php 66,052.00
Vacated by:	Carmencita P. Lorenzo
Plantilla Item No.:	OSEC-DECSB-SP2-60025-2016
Job Description:	This position observe classes, supervise classroom activities, check lesson plans, class records and Other DepEd Forms, evaluate progress of teachers, coordinate community activities attend seminars, workshops, conferences to keep abreast of the new thrusts/innovations.
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

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 Office

- i. Statement of purpose/expression of interest
- ii. Position applied for
- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID ;
- d. Certificate of Competency Level issued by Authorized body (if applicable);
- e. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f. Photocopy of Service Record;
- g. Photocopy of latest appointment;
- h. Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP) - accredited professional development programs/courses, or certificates of training issued by NEAP -accredited public or private institution of Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any);
- i. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only;
- j. Photocopy of the required Performance Rating with at **least Very Satisfactory** rating (For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- k. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) of Principal's Test) (for School Principal positions only);
- 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/AnnexC1-SchoolHead>, 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  
For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.  
For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

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](mailto: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 red long envelope.**

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. 007, s. 2023** – Guidelines on the Recruitment, Selection, and Appointment in the Department of Education

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

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/SubmissionofApplicationforSchoolPrincipalIIPosition  
0025/May 06, 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-26-188  
Date and Time: 05-05-2026  
Received by: OMA  
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: MAY 05, 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 (if applicable)	
1	School Principal II (Secondary)	OSEC-DECSB-SP2-60025-2016	20	66,052.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)	N/A	Schools Division of the City of Batac
2	Teacher IV (Elementary)	OSEC-DECSB-TCH4-60108-2025	14	38,764.00	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; or Completion of NEAP-requisite professional development program for Career Stage II (Proficient Teacher)	3 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	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 **MAY 15, 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.

**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.**