



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 282, s. 2026

06 MAY 2026

**ACCEPTANCE OF APPLICATION FOR TEACHER IV (ELEMENTARY)
 POSITION**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Teacher IV (Elementary)**.
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) Teacher IV (Elementary)

Education:	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
Training:	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)
Experience:	3 years teaching experience
Eligibility:	RA 1080, as amended (Teacher-Elementary/Secondary)
Salary Grade:	14
Monthly Salary:	Php 38,764.00
Vacated by:	Alvin B. Sulicipan
Plantilla Item No.:	OSEC-DECSB-TCH4-60108-2025
Job Description:	To perform teaching which includes preparation and execution of lesson plans; evaluation, monitoring and assessment of learners performance; supervision of curricular and co-curricular project and activities; and counselling of learners.
Station:	Schools Division of the City of Batac



SDCB RECORDS UNIT

2606534



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; and
- ii. Learning area/subject group they intend to teach, if applicable;
- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2025) with Work Experience Sheet, if applicable;
- c. Photocopy of Voter's ID and/or any proof of residency;
- d. Photocopy of valid and updated PRC License/ID;
- e. Photocopy of Certificate of Board Rating;
- f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- g. Photocopy of duly signed Service Record or Certificate of Employment whichever is applicable;
- h. Photocopy of latest appointment (for those applying for promotion);
- i. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, 4 Trainers Methodology Certificate (TMC), if applicable;
- k. Photocopy of the required Performance Rating with at **least Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per Item 25 of the Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- 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/AnnexC-HigherTeaching>, 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, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.

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), **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 blue 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. 20, s. 2024** – Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions
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/ Submission of Application for Teacher IV Position
0024/ 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: _____
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 a 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 a 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;
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

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.