



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 285, s. 2026

07 MAY 2026

**ACCEPTANCE OF APPLICATION FOR OFFICER-IN-CHARGE (OIC)
 SCHOOL HEADS POSITION**

To: **Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Officer-In-Charge (OIC) School Heads** position.
2. All interested applicants are advised to submit their application documents **on or before 4:00 PM, Monday May 18, 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:

Officer-In-Charge (OIC) School Heads

Education:	Master's degree in Education Management, or a related field with 9 additional units in Management
Performance:	Very Satisfactory (VS) IPCRF rating for two consecutive periods
Experience:	One year as Head Teacher; two years as TIC/OIC-Principal or Master; or five years as Teacher III/SPED Teacher
Eligibility:	RA 1080 (Teacher)
Job Description:	This position is tasked to 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

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



SDCB RECORDS UNIT

2606571

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



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

- 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. Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
 - e. Photocopy of Service Record;
 - f. 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);
 - g. 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;
 - h. 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);
5. The applicant must **indicate in his or her application letter the First (1), and Second (2) priority school that he or she is applying for.**
 6. **No additional** document/s shall be accepted after the set deadline.
 7. Documents should be **arranged according to the criteria with proper ear-tag/s** and should be **placed in a blue folder (Elementary), green folder (Junior High School) and red folder (Senior High School) envelope.**
 8. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.
 9. 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.
 10. 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
 11. 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.
 12. 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.
 13. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;

14. 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 Officer-In-Charge (OIC) School Heads Position
0026/May 06, 2026