



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

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 296, s. 2026

12 MAY 2026

**ACCEPTANCE OF APPLICATION FOR ATTORNEY III, ADMINISTRATIVE OFFICER IV, ADMINISTRATIVE OFFICER II, AND LEGAL ASSISTANT I**

To: **Assistant Schools Division Superintendent  
 Division Chiefs, and Unit Heads  
 Heads, Public Elementary, Junior & Senior High Schools  
 All Others Concerned**

1. The Schools Division of the City of Batac (SDCB), through the Division of Human Resource Merit Promotion and Selection Board (HRMPSB), announces the submission of application for various non-teaching positions with the following basic Qualification Standards to wit:

Position	<b>ATTORNEY III</b>		
Item No.	OSEC-DECSB-ATY3-60002-2026	No. of Vacant Item/s	1
Basic Salary	Php 70,013.00	Salary Grade	21
Place of Assignment	OSDS - Legal Unit		
<b>Qualification Standard</b>			
Education	Bachelor of Laws		
Training	4 hours of relevant training		
Experience	1 year of relevant experience		
Eligibility	RA 1080 (Bar)		

**Job Summary**

- Supervises and participates in the provision of legal services in the form of providing legal advice, conducting researches and studies, preparing appropriate documentation, litigation, contract administration for more complex cases and other corollary services which adequately protect and/or enhance DepEd's interest.

**Duties and Responsibilities**

- Prepares and reviews administrative decisions/resolutions against erring school officials and employees for review and approval of the disciplining authority.
- Supervises the implementation of administrative decisions/ resolutions/ actions, correspondence prepared by lower legal officers and/or investigating committee for approval of disciplining authority.
- Prosecutes motu-proprio administrative complaints filed against erring school officials and employees.
- Appears as counsel in cases when authorized by higher authorities.
- Drafts department/office orders and memoranda to carry out decisions and rulings into effect.
- Renders opinion/reply to legal queries addressed to the head of the office.



SDCB RECORDS UNIT

2606784

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

- Supervises the daily work and output of subordinates' employees in the discharge of their duties and responsibilities.
- Monitors the implementation of decisions/resolutions/orders within 15 days.
- Makes critical studies and analysis of agreements proposed by other agencies, countries, international agencies and organizations, and briefs higher officials on the gains, merits, propriety, and legality of said agreements.
- Prepares memoranda, answers or briefs in cases when authorized by higher authorities.
- Reviews and evaluates legal forms and documents from schools and personnel
- Perform other functions as may be assigned by the Head of Office.

Position	<b>LEGAL ASSISTANT I</b>		
Item No.	OSEC-DECSB-LEA1-60007-2026	No. of Vacant Item/s	1
Basic Salary	Php 26,917.00	Salary Grade	10
Place of Assignment	OSDS - Legal Unit		
<b>Qualification Standard</b>			
Education	Bachelors degree relevant to the job		
Training	None Required		
Experience	None Required		
Eligibility	Career Service Professional (Second Level Eligibility)		

#### **Job Summary**

- Provides legal services in the form of assistance in the management and disposition of cases.

#### **Duties and Responsibilities**

- Prepares reports on the status of cases
- Assists in drafting documents such as memoranda, circular, correspondence, orders, and other legal forms.
- Checks documents or papers for completeness and correctness.
- Prepares routinary communications, tracer letters or inquiry to delinquent papers or alleged violators of law preparatory to the institution for proper legal action.
- Takes action on all routinary legal office matters.
- Evaluates petition for correction of school records (frontline services).
- Prepares administrative clearances.
- Perform other functions as may be assigned by the Head of Office.

Position	<b>ADMINISTRATIVE OFFICER IV</b>		
Item No.	OSEC-DECSB-ADOF4-60009-2026	No. of Vacant Item/s	1
Basic Salary	Php 42,178.00	Salary Grade	15
Place of Assignment	OSDS - Procurement Unit		
<b>Qualification Standard</b>			
Education	Bachelors degree relevant to the job		
Training	4 hours of relevant training		
Experience	1 year of relevant experience		
Eligibility	Career Service Professional (Second Level Eligibility)		

## Job Summary

- Position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contact administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.

## Duties and Responsibilities

- Assist the end-user units in the preparation of their procurement documents.
- Conduct quarterly end-user interface.
- Review PMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE.
- Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from end-user units.
- Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system.
- Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, bid submission and opening to ensure adherence to policies and procedures.
- Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and other concerned.
- Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating, or mitigating financial, legal and procurement risks.
- Monitor and evaluate the actual conduct of procurement process with R. A. 9184, its IRR, Government Procurement Policy Board issuances, DepEd procurement issuances, and BAC Secretariat office procedures.
- Monitor and evaluate the actual conduct of procurement activities against required timelines.
- Perform other functions as may be assigned by the Head of Office.

Position	<b>ADMINISTRATIVE OFFICER II</b>		
Item No.	OSEC-DECSB-ADOF42-60010-2026	No. of Vacant Item/s	1
Basic Salary	Php 31,705.00	Salary Grade	11
Place of Assignment	OSDS - Procurement Unit		
<b>Qualification Standard</b>			
Education	Bachelors degree relevant to the job		
Training	None Required		
Experience	None Required		
Eligibility	Career Service Professional (Second Level Eligibility)		

## Job Summary

- The position is responsible for providing assistance in the planned activities of the Procurement Unit relative to coordinating, monitoring and assist in the preparation of bidding documents, Request for Quotations (RFQs), Request for Information's (RFIs) and other tender documents; preparation on Contracts, MOA, and Pos and other agreement documents at the regional level, specifically in the provision of technical assistance to end-user units in the preparation of their Project Procurement Management Plans (PMPs), management and monitoring all phases of procurement projects. The position is also responsible for providing assistance in the creation and maintenance

of pricelists of goods and services regularly procured by the agency, including the creation of supplier, contractors and consultant, and observer database.

### **Duties and Responsibilities**

- Assist the AO IV in the conduct of quarterly end-user interface.
- Consolidate PPMP and coordinate with the BAC Secretariat, Planning and Budget Offices in the preparation of each Office's PPMP.
- Assist in planning, prioritizing and coordinating tasks with BAC Secretariat upon receipt or approved procurement requests from the end-user units.
- Organize procurement documents for presentation and arrange the BAC meetings or conferences and public biddings.
- Prepare procurement timelines or schedules, minutes of BAC meetings, resolutions, and bidding and other procurement-related documents.
- Post and/or advertise requests for quotations, invitations to bid, bid bulletins, notices of award, contracts, notices to proceed and annual procurement plan
- Record minutes of Bids and Awards Committee meetings.
- Submit procurement documents for further review and presentation during the BAC meeting.
- Assist the AO IV in the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks.
- Assist in the coordination with end-users for the acceptance of the goods and services, and with the finance unit for the prompt payment of contracts.
- Perform other functions as may be assigned by the Head of Office.

2. Interested applicants who meet the above-mentioned qualifications may submit the following mandatory application requirements (A to J) to the Personnel Office through the Records Section of the Schools Division of the City of Batac filed in a **long orange folder** not later than **4:00 PM of 21 May 2026**.

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

- Other documents for comparative assessment
  - i. **Outstanding Accomplishments**
    - a. **Awards and Recognition**
      - Memorandum or document showing the criteria for the search
      - Certificate of recognition
    - b. **Research and Innovation**
      - Proposal duly approved by the Head of Office or the designated research committee
      - Accomplishments Reports signed by the Head of Office
      - Certification of Utilization of innovation or research, within the school/office duly signed by the Head of Office
      - Certification of adoption of the innovation/research by another school/office duly signed by the Head of Office
      - Proof of citation by other researchers
    - c. **Subject Matter Expert/Membership in Natl. TWG's or Committees**
      - Issuance or memorandum showing membership in NTWG or committee
      - Certificate of participation or attendance
      - Output/adoption by the organization/DepEd
    - d. **Resource Speakership/Learning Facilitation**
      - Issuance/memorandum/invitation/training matrix
      - Certificate of Recognition/Merit/Commendation
      - Slide Deck/s used and /or Session guide/s
    - e. **NEAP Accredited Learning Facilitator**
      - Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
      - Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
  - ii. **Application of Education** – contribution made to their workplace as a result of their learnings from a higher education unit or degree earned.
    - Action plan approved by the Head of Office
    - Accomplishment Report verified by the Head of Office
    - Certification of th utilization/adoption signed by the Head of Office
  - iii. **Application of Learning and Development** – proven success of the learnings gained from the human resource development (HRD) intervention done/attended by the applicant which led to significant positive results in the current/previous work.
    - Certifiacte of training or certification onany applicable L & D intervention acquired
    - Adtion Plan/Re-entry Action Plan (REAP)/Job embedde Learning (JEL)/ImpactProject applying the learnings from L & D intervention done/attended, duly approved by the Head of Office
    - Accomplishment report together with the general certification that the L & D intervention was used/adopted by the office at the local level

- Accomplishment report together with the general certification that L & D intervention was used/adopted by the office at the local/higher level.

3. Application documents must have an ear tag with an appropriate page number for easy reference following the sequence of the list of requirements stated above. Furthermore, **no additional** document/s shall be accepted after the set deadline.
4. 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.
5. DepEd reiterates zero tolerance policy on “pay-for-position” schemes. The Department of Education condemns in the strongest terms all forms of corruption involving appointments, promotions, and designations within the agency. All personnel movements in DepEd must be strictly based on merit, fitness, and competence, in accordance with civil service laws, rules, and established procedures.
6. The Schools Division of the City of Batac also adheres to the Equal Opportunity Principle in the recruitment, selection, and placement process. All interested and qualified applicants are encouraged to apply regardless of age, sex, gender, ethnicity, civil status, religion, political affiliations, etc., including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities.
7. Please refer to **DepEd Order No. 007, s. 2023** – Guidelines on the Recruitment, Selection, and Appointment in the Department of Education, and **DepEd Order No. 21, s. 2024 Amendment to DepEd Order No. 7, s. 2023**, for the criteria and the number of points assigned for each criterion.
8. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
9. Immediate and widespread dissemination of this memorandum is earnestly 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 Attorney III, Legal Assistant I, Administrative Officer IV, Administrative Officer II  
0027/May 11, 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- 24 -194  
Date and Time: MAY 11 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 Office of the Schools Division Superintendent, Schools Division Office - City of Batac, Ilocos Norte.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent  
Date: MAY 11, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards			Competency/ Area of Specialization /Residency Requirement (if applicable)	Place of Assignment
						Training	Experience	Eligibility		
1	Attorney III	ATY3-60002-2026	21	73,303.00	Bachelor of Law	4 hours relevant training	1 year relevant experience	RA 1080 (Bar)		Schools Division of the City of Batac
2	Administrative Officer IV	ADOF4-60009-2026	15	42,178.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional ( Second Level Eligibility)		Schools Division of the City of Batac
3	Administrative Officer II	ADOF2-60010-2026	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional ( Second Level Eligibility)		Schools Division of the City of Batac
4	Legal Assistant I	LEA1-60007-2026	10	26,917.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional ( Second Level Eligibility)		Schools Division of the City of Batac

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **MAY 21, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance Rating in the last three rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility / rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encouraged all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/human resource management office/records office, as the case may be:

**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.

**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.**