



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 326, s. 2026

25 MAY 2026

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

To: **Assistant Schools Division Superintendent
 Division Chiefs, and Unit Heads
 Heads, Public Elementary, Junior & Senior High Schools
 Interested Qualified Applicants**

1. The Schools Division of the City of Batac (SDCB) is now accepting applications for **Teacher III (Elementary)**.
2. All interested applicants are advised to submit their application documents **on or before 4:00 PM, Monday June 01, 2026** to the **Records Unit** of the Division Office of the Schools Division of the City of Batac.
3. The Schools Division of the City of Batac (SDCB), through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), announces the submission of application for teaching position with the following basic Qualification Standards to wit:

Position	TEACHER III (ELEMENTARY)		
Item No.	OSEC-DECSB-TCH3-66153-1998	No. of Vacant Item/s	1
Basic Salary	Php 36,125.00	Salary Grade	13
Place of Assignment	Schools Division of the City of Batac		
Qualification Standard			
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		
Experience	2 years teaching experience		
Eligibility	RA 1080, as amended (Teacher-Elementary/Secondary)		

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



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

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, 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

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

Application Documents

OSDS HRMU FDA/Submission of Application for Teacher III Position
0033/May 25, 2026

By the Authority of the SDS:

ARNEL S. BANDIOLA

Assistant Schools Division Superintendent