



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 327, s. 2026

25 MAY 2026

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE AIDE III  
 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 **Administrative Aide III**.
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 non-teaching position with the following basic Qualification Standards to wit:

Position	<b>ADMINISTRATIVE AIDE III</b>		
Item No.	OSEC-DECSB-ADA3-60048-2004	No. of Vacant Item/s	1
Basic Salary	Php 16,486.00	Salary Grade	3
Place of Assignment	City of Batac National High School Poblacion		
<b>Qualification Standard</b>			
Education	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)		
Training	None Required		
Experience	None Required		
Eligibility	Relevant MC 11 s.1996 Career Service (Sub-Professional)/First Level Eligibility		

**Job Summary**

- Provide administrative support and assistance to his/her immediate superior and receives, records and file documents for safekeeping.



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

## Duties and Responsibilities

- Type communications and correspondence of the office.
- Accomplish properly reports assigned by his/her immediate superior.
- Assist in the other related works as may be assigned/designated by the immediate superior.
- Receives, records and file documents for safekeeping.
- Cut stencil/photocopies and prepare allotment sheet for distribution.
- Does other related work.

4. Interested applicants who meet the above-mentioned qualifications may submit the following mandatory application 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 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
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
- i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 4(i) is not relevant to the position to be filled, if applicable.

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](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.

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 long orange folder 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. 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
  - b. **DepEd Order No. 021, s. 2024** – Amendment to DepEd Order No. 007, s. 2023
12. 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.
13. 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.
14. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;
15. 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/SubmissionofApplicationforAdministrativeAideIIIPosition  
0032/May 25, 2026

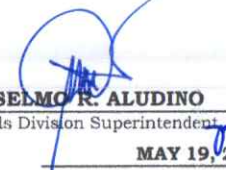
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

**RECEIVED**

Office/Unit: CSC FO Ilocos Norte  
Transaction No. INFO- P-26-213  
Date and Time: MAY 19 2026  
Received by: ZYRA LEY MACALMA

Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent  
Date: MAY 19, 2026

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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Classification Standards			Competency/ Area of Specialization / Residency Requirement (if applicable)	Place of Assignment
						Training	Experience	Eligibility		
1	Teacher III (Elementary)	OSEC-DECSB-TCH3-66153-1998	13	36,125.00	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	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
2	Teacher I (Elementary)	OSEC-DECSB-TCH1-60665-2014	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
3	Teacher I (Elementary)	OSEC-DECSB-TCH1-60811-2011	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
4	Teacher I (Elementary)	OSEC-DECSB-TCH1-60246-2007	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
5	Teacher I (Elementary)	OSEC-DECSB-TCH1-72757-1998	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
6	Teacher I (Elementary)	OSEC-DECSB-TCH1-72762-1998	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Elementary/Secondary)	N/A	Schools Division of the City of Batac
7	Administrative Aide III	OSEC-DECSB-ADA3-60048-2004	3	16,486.00	Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Relevant MC 11 s.1996 Career Service (Sub-Professional)/First Level Eligibility	N/A	City of Batac National High School Poblacion

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 29, 2026**.

- 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;
- Hard copy or electronic copy of Performance Rating in the last three rating period (if applicable);
- Hard copy or electronic copy of proof of eligibility /rating/license; and
- 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 social origin and gender, to ensure diversity of 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)

**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.**