



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 383, s. 2026

16 JUN 2026

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE OFFICER II,
 AND LEGAL ASSISTANT I POSITIONS**

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	ADMINISTRATIVE OFFICER II		
Item No.	OSEC-DECSB-ADOF2-60010-2020	No. of Vacant Item/s	1
Basic Salary	Php 31,705.00	Salary Grade	11
Place of Assignment	School-based		
Qualification Standard			
Education	Bachelor's Degree Relevant to the Job		
Training	None Required		
Experience	None Required		
Eligibility	CS Professional/Second Level Eligibility		

Position	LEGAL ASSISTANT I		
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	School Division of the City of Batac		
Qualification Standard			
Education	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Training	None Required		
Experience	None Required		
Eligibility	CS Professional/Second Level Eligibility		



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

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 25 June 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 wit the general certification tht 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), **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 identifies.

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 Administrative Officer II and Legal Assistant I Positions
0036/June 16, 2026

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

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:

RECEIVED

Office/Unit: CSC FO Ilocos
Transaction No. INFO-P-26-264
Date and Time: JUN 15 2026
Received by: _____
Remarks: flwa

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

ANSELMO R. ALUDINO
Schools Division Superintendent
Date: **JUNE 15, 2026**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization /Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	School Principal I (Elementary)	OSEC-DECSB-SP1-60199-2026	19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 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 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	RA 1080, as amended (Teacher)	N/A	Schools Division of the City of Batac
2	Administrative Officer II	OSEC-DECSB-ADOF2-60010-2020	11	31,705.00	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Schools Division of the City of Batac
3	Legal Assistant I	OSEC-DECSB-LEA1-60007-2026	10	26,917.00	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	CS Professional/ Second Level Eligibility	N/A	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 **JUNE 25, 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

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.