



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
 No. 445, s. 2026

08 JUL 2026

**ACCEPTANCE OF APPLICATION FOR SCHOOL PRINCIPAL I, HEAD
 TEACHER III (SECONDARY), AND SCHOOL PRINCIPAL I (ELEMENTARY)
 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 non-teaching position with the following basic Qualification Standards to wit:

Position	SCHOOL PRINCIPAL I (SECONDARY)		
Item No.	OSEC-DECSB-SP1-60024-2025	No. of Vacant Item/s	1
Basic Salary	Php 59,153.00	Salary Grade	19
Place of Assignment	School-Based		
Qualification Standard			
Education	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		
Training	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		
Experience	5 years teaching experience and 1 year experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision		
Eligibility	RA 1080, as amended (Teacher)		



DepEd Batac City



batac.city@depd.gov.ph



www.csdбатаc.com

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

Position	HEAD TEACHER III (SECONDARY)		
Item No.	OSEC-DECSB-HTEACH3-60241-2010	No. of Vacant Item/s	1
Basic Salary	Php 45,694.00	Salary Grade	16
Place of Assignment	School-based		
Qualification Standard			
Education	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization		
Training	24 hours of relevant training		
Experience	HT for 2 years; or Teacher for 5 years		
Eligibility	RA 1080 (Teacher)		

Position	SCHOOL PRINCIPAL I (ELEMENTARY)		
Item No.	OSEC-DECSB-SP1-60200-2026, OSEC-DECSB-SP1-60201-2026 & OSEC-DECSB-SP1-60202-2026	No. of Vacant Item/s	3
Basic Salary	Php 59,153.00	Salary Grade	19
Place of Assignment	School-based		
Qualification Standard			
Education	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		
Training	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		
Experience	5 years teaching experience and 1 year experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision		
Eligibility	RA 1080, as amended (Teacher)		

2. Interested applicants who meet the above-mentioned qualifications may submit the following mandatory application requirements (A to M) to the Personnel Office through the Records Section of the Schools Division of the City of Batac filed in a **long yellow folder** not later than **4:00 PM of 17 July 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 Office

- 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. Certificate of Competency Level issued by Authorized body (if applicable);

- e. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- f. Photocopy of Service Record;
- g. Photocopy of latest appointment;
- h. 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);
- i. 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;
- j. 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);
- k. Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) of Principal's Test) (for School Principal positions only);
- 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/AnnexC1-SchoolHead>, 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
For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.
For School Principal: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, Application of Learning and Development reckoned from the date of last issuance of appointment.

3. 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.

4. 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.

5. **No additional** document/s shall be accepted after the set deadline.

6. Submission of original documents are highly discouraged, as original documents are only required to be presented during the validation process.

7. 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.

8. 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.

9. 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

10. 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.

11. 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.

12. A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;

13. 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 School Principal and Head Teacher III Positions
0043/ July 08, 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-24-299
Date and Time: JUL 07 2026
Received by: 
Remarks: _____
Date: _____

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 CSC website:

ANSELMO R. ALUDINO
Schools Division Superintendent

JULY 07, 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 (Secondary)	OSEC-DECSB-SP1-60024-2025	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	Batac National High School
2	School Principal I (Elementary)	OSEC-DECSB-SP1-60200-2026	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
3	School Principal I (Elementary)	OSEC-DECSB-SP1-60201-2026	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

4	School Principal I (Elementary)	OSEC-DECSB-SP1-60202-2026	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
5	Head Teacher III (Secondary)	OSEC-DECSB-HTEACH3-60461-2010	16	45,694.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	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 **JULY 17, 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.