

  
Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

January 31, 2025

**DIVISION MEMORANDUM**

No. 028, s. 2025

**ANNOUNCEMENT OF VACANCIES IN THE SCHOOLS DIVISION OF BATANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section/Unit Heads and Staff  
Elementary and Secondary School Heads  
This Schools Division

1. The Schools Division of Batanes, through the HRMO, informs the field on the submission of required documents to all interested and qualified applicants for the following vacant positions shown below:

- a. Administrative Officer V (Budget Officer III), sg 18, OSDS- Finance
- b. Senior Education Program Specialist, sg. 19, SGOD- HRDD

2. All interested and qualified applicants must submit the attached **Checklist of Requirements duly notarized** together with all the listed Basic Documentary Requirements to the SDO official email address [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph) and/or at the Records Section, Schools Division Office, Basco, Batanes, not later than **February 5, 2025**. No other documents shall be accepted after the set deadline but applicants may bring original copies during assessment for verification purposes.

3. The following references shall be used during the evaluation of documents, it is empirical that all necessary documents to earn points be submitted as means of verification.

**HIRING GUIDELINES**

- DepEd Order No. 007, s. 2023 Guidelines on the Recruitment, Selection, and Appointment in the Department of Education
- CSC Memorandum Circular (MC) No. 14 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA)

4. The applicants assume full responsibility and accountability on the completeness, authenticity, and veracity of documents submitted, as evidenced by the Omnibus Sworn Statement/CAV signed by the applicant. Individuals who failed to submit mandatory requirements on the set deadline shall warrant exclusion from the pool of official applicants.



 Address: Basco, Batanes, 3900  
 Contact No.: 09687467949, 09539704860  
 Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
 Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)  
 Website: <https://depedbatanes.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
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5. In accordance to the implementation of the **Equal Employment Opportunity Principle (EEOP)** set by the Civil Service Commission, all applicants regardless of sexual orientation, gender, age, religion, disability, ethnicity and political affiliation are eligible to apply for the position in as much as they meet the specified qualification standard.

6. Enclosed is the **Qualification Standard** for said position for immediate perusal.

7. Qualified applicants will be officially informed by posting the Initial Evaluation Result (IER) at the SDO Bulletin Board, through a letter/text message or call. Special online interview shall be considered for applicants residing outside the province.

8. Final assessment and interview is scheduled on **Friday, February 7, 2025**, 9 o'clock in the morning at the Ivatan Conference Hall.

9. For any inquiries, please contact Ms. Ma Esperanza B. Ereful, AOIV (Personnel) at 09399243386 or email at [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph).

10. Immediate and wide dissemination of this Memorandum is desired.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the SDS:

**DANTE J. MARCELO, PHD, CESO VI**  
Assistant Schools Division Superintendent

2-3-25

Encl: as stated

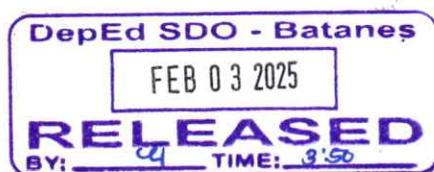
To be indicated in the Perpetual Index

Under the following subjects:

ASSESSMENT

HIRING

OSDS/abqj/ebe



Address: Basco, Batanes, 3900  
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Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest HRMO			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate 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 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 No. 10173 (Data Privacy Act of 2012), notarized by authorized Official			
k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to: 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 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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**QUALIFICATION STANDARD**

POSITIONS	QUALIFICATION STANDARD	JOB SUMMARY
<p>Senior Education Program Specialist (SEPS) – Human Resource &amp; Development Division (HRDD)</p> <p>SG19</p> <p>School Governance &amp; Operations Division (SGOD)</p>	<p><b>Education:</b> Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job</p> <p><b>Training:</b> 8 hours of relevant training</p> <p><b>Experience:</b> 2 years experience in education, research, development, implementation, or other relevant experience</p> <p><b>Eligibility:</b> RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position</p>	<p>To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region</p> <ul style="list-style-type: none"> <li>• To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office</li> </ul>
<p>Administrative Officer V (Budget Officer III), sg. 18</p> <p>OSDS- Budget Unit - Finance Division</p>	<p><b>Education:</b> Bachelors degree relevant to the job</p> <p><b>Training:</b> 8 hours relevant training</p> <p><b>Experience:</b> 2 years relevant experience</p> <p><b>Eligibility:</b> Career Service Professional (Second Level Eligibility)</p>	<p>To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division to ensure proper utilization of funds and preparation of reliable and timely financial reports.</p>



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