



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

19 October 026

DIVISION MEMORANDUM

No. 499, s. 2026

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT OF ADMINISTRATIVE AIDE IV (ADA IV)
AND ADMINISTRATIVE AIDE III (ADA III)**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. This Office announces the submission of pertinent papers of qualified applicants of the following vacant positions:

LEVEL	SCHOOL/DISTRICT	POSITION TITLE	ITEM NUMBER	SALARY GRADE
AUTO	Governor F. Leviste Memorial National High School	Administrative Aide IV (ADA IV)	OSEC-DECSB-ADA4-270263-2004	4
AUTO	Malvar School of Arts and Trade	Administrative Aide III (ADA III)	OSEC-DECSB-ADA3-ADA3-270231-2004	3

2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)



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3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:

- a. Letter of Intent addressed to the Schools Division Superintendent, stating the specific position you intend to apply for.
- b. 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), using the attached form (Annex C) **notarized by authorized official**;
- c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License
- 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 applicable;
- f. Photocopy of relevant Certificate/s of training taken for the last five (5) years and/or last promotion, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, 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; and
- j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing outstanding accomplishment, 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 the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

- 4.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.
- 4.2 Enclosure No 2 Duties and Responsibilities of the positions.
- 4.4 Enclosure No 3 Checklist of Requirements (Annex C)
- 4.5 Enclosure No. 4 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions shall be used in the evaluation of documents of ADA IV and ADA III positions.



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5. Application documents shall be accepted until **October 29, 2026**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.
6. Applicants are advised to register at this link; **bit.ly/SDOBATANGAS-HIRING** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Applicants shall be notified through their registered email address regarding their qualification status for the position, as well as the schedule of the face-to-face comparative assessment.
8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. Enclosure No 1 The Qualifications Standard (QS) of the positions.
 Enclosure No 2 Duties and Responsibilities of the positions.
 Enclosure No 3 Checklist of Requirements (Annex C)
Reference: DepEd Order 7 s. 2023
To be indicated in the Perpetual Index under the following subject:
 Issuance-Division Memorandum

JBP/ Call for Submission for ADA IV and ADA III Positions/
R2-156715 / 10/19/2026



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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Enclosure 1. The Qualification Standards of the Position

Position	Education	Training	Experience	Eligibility
Administrative Aide IV (ADA IV)	Completion of two-year studies in College or High School Graduate with relevant vocational trade course	None required	None Required	Relevant MC 11 s. 1996 Career Service Sub-Professional/ First Level Eligibility
Administrative Aide III (ADA III)	Completion of two-year studies in College or High School Graduate with relevant vocational trade course I	None required	None Required	Relevant MC 11 s. 1996 Career Service Sub-Professional/ First Level Eligibility



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Enclosure 2. Key Result Area and Duties and Responsibilities

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADA IV AND ADA III (CLERICAL)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Records Management	Authenticates and verifies documents such as Form 137, Good Moral, Service Record, Diploma and Certification of Graduation/ Enrolment/ Employment
	Assists in timely released of school, division, regional and national memoranda to all department for an effective flow of communication
	Checks and classifies signed official communications for release and filling
	Receives and encodes request for changes in employee data
	Files documents submitted by applicants

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 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 highest human resource officer			
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 Ratings 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			
k. Other documents as may be required for comparative assessment, such as 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			
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.