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Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Schools Division Office of Bulacan  
**ADVISORY**  
 No. 45, S. 2025  
☐ PUBLIC ☐ PRIVATE ☐ PSDS  
☐ ELEMENTARY ☐ JUNIOR HIGH SCHOOL ☐ SENIOR HIGH SCHOOL  
☐ ELEMENTARY SCHOOL PRINCIPALS / SCHOOL HEADS  
☐ SECONDARY SCHOOL PRINCIPALS / SCHOOL HEADS  
 For information.  
 CECILIA E. VALDERAMA, PhD  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

**SEP 18 2025**

**Regional Memorandum:**

No. 297, s.2025

**ANNOUNCEMENT OF VACANT POSITIONS**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

The following vacant positions at **Bataan High School for the Arts** are slated to be filled up to wit:

POSITION TITLE	SALARY GRADE
Deputy Director for Student and Academic Affairs (Director II)	26
Deputy Director for Administration (Director II)	26

**QUALIFICATION STANDARDS**

POSITION TITLE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Deputy Director for Student and Academic Affairs (Director II)	Masters Degree relevant to any art specializations such as Music, Dance, Visual Arts, Creative Writing, Theater Arts, and Multimedia Arts	5 years of supervisory experience, 3 years of which involve administrative/ leadership, experience in an arts or cultural institution/ organization	80 hours of seminar/ training in the areas of arts, arts management, or arts-related course and 40 hours of management / supervision/ leadership	Career Service Professional/ Second Level Eligibility
Deputy Director for Administration (Director II)	Masters Degree relevant to job (Administration, Development Planning, Supervision	5 years of supervisory experience, 3 years of which involve administrative/ leadership, experience in an arts or cultural institution/ organization	80 hours of seminar/ training in the areas of arts, arts management, or arts-related course and 40 hours of management / supervision/ leadership	Career Service Professional/ Second Level Eligibility



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Interested qualified applicants should signify their interest in writing. Attach the following documents to the letter of intent/ application letter **not later than September 30, 2025**:

1. Letter of Intent;
2. Duly accomplished PDS (CS Form No. 212, revised 2017) with Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC License/ ID, if applicable;
4. Photocopy of Certificate of Eligibility/ Rating, if applicable;
5. 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;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/ are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of 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;
10. Notarized 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 Annex C (from DepEd Order 007, s. 2023), notarized by authorized official; and
11. Other documents for comparative assessment:
  - a. 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
  - b. Photocopy of Performance Rating obtained from the relevant work experience, if Performance Rating in Item 9 is not relevant to the position to be filled, if applicable.

All interested applicants will be notified accordingly and are advised to send their application documents to [region3@deped.gov.ph](mailto:region3@deped.gov.ph)

**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director