



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF BULACAN

January 13, 2021

DIVISION MEMORANDUM

No. 009 s. 2020

**ANNOUNCEMENT OF VACANCIES OF SECONDARY SCHOOL HEAD TEACHER POSITIONS
 AND SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

To : Assistant Schools Division Superintendents
 SGOD and CID Chiefs
 HRMPSB Members
 Heads of Elementary and Secondary Schools
 All Others Concerned

1. This is to announce the following vacancies for Secondary School Head Teacher positions:

Position	School	Subject Area
Head Teacher VI	Balagtas NAHS	TVE Agriculture
Head Teacher IV	Prenza NHS	English
Head Teacher III	Frances NHS	English
Head Teacher III	Obando NHS	Araling Panlipunan
Head Teacher III	F.F. Halili	Filipino
Head Teacher III	Iba NHS	TLE
Head Teacher III	Lolomboy NHS	AP

2. The schedules of the recruitment, selection and hiring activities for the aforementioned vacant positions are as follows:

Activity	Date	Time	Venue
1. Submission of application letters and documents for Qualification Standards (Transcript of Records, Latest Appointment, Service Records, Certificates of Participation in Trainings and Eligibility)	January 20, 2021 (deadline)	8:00 – 5:00	Records Unit or email to HRMPSB at sdobulacanhmmps@deped.gov.ph
2. Assessment of QS documents by the HRMPSB	January 21, 2021	2:00 – 3:00	Office of the ASDS
3. Emailing of qualified applicants the criteria for evaluation, the scores per criterion and the required documents to be submitted	January 22, 2021	8:00 – 5:00	Care of the HRMPSB Secretariat
4 Submission of original documents for assessment during the open ranking	January 25, 2021	8:00 – 5:00	Records Unit
5. Online examination, interview and open ranking (if applicants are more than 20) Face to Face examination, interview and open ranking (if applicants are 20 or less)	January 26, 2021	8:00 – 5:00	Google Meet (for online) SDO Conference Hall (for face to face)

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
 website: <https://bulacandeped.com> email: bulacan@deped.gov.ph





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3. The Qualification Standards (QS) for the said vacant secondary school HT positions are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Head Teacher VI/SG-19	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 5 years; or MT for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher IV/SG-17	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 3 years or MT for 2 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III/SG-16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

4. Only the applicants who meet the Qualification Standards for the said HT positions will be provided with the criteria for selection, points for each criterion and the list of required documents.

5. The original documents of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB). Applicants are required to attach a list of original documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.

- a. Application Letter indicating the position applied for
- b. Official Transcript of Records
- c. Updated Service Records
- d. Latest Approved Appointment or copy of transmittal to the CSC
- e. Performance Rating for three (3) consecutive rating periods
- f. Trainings/Seminars attended during the last promotion
- g. Outstanding Accomplishments based on DepEd Order 42, s. 2007

6. The HRMPSB for this selection process is composed of the following:

Chairperson - Rowena T. Quiambao, CESE
 Assistant Schools Division Superintendent

Members:

1. Gregorio C. Quinto, EDD
CID Chief
2. Merle M. De Jesus
AO-V - Admin Unit
3. Victoria A. Madrigal
AO-IV - Personnel Unit
4. School Heads where the vacancies exist

Secretariat:

1. Kevin D. Cabazal
2. Karen Mineth T. Danganan



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7. It is emphasized that SDO Bulacan provides equal employment opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
8. Immediate and wide dissemination of this Memorandum is desired.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

References:

DepEd Order no. 42, s.2007
2017 ORAOHRA Revised 2018

/HRMPSB - Secondary

