



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

February 14, 2023

DIVISION MEMORANDUM
No. 053 s. 2023

**DISTRICT RANKING FOR VACANT ADMINISTRATIVE AIDE I (UTILITY
WORKER I) POSITION IN THE DISTRICT OF CALUMPIT NORTH**

To: Public Schools District Supervisor
HRMPSB Members
Elementary School Principals/OICs
Teaching Personnel of Calumpit North District
All Others Concerned

1. This is to announce that District Open Ranking for vacant Administrative Aide I position in Calumpit North District shall be held on February 28, 2023 9:00am at F. Mendoza Memorial Elementary School.
2. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations.
3. The Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grade	Education Requirement	Experience Requirement	Training Requirement	Eligibility Requirement
Administrative Aide I/SG-01	Must be able to read and write	None required	None required	None

4. District HRMPSB shall be composed of the following:

Chairperson : Public Schools District Supervisor
Members : Central School Principal
One (1) School Principal
One (1) Master Teacher

Secretariat : Administrative Officer II (Central School)




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



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5. The evaluation of original documents shall be based on DepEd Order No. 66, s. 2007. No additional documents will be accepted after the ranking procedure.
- g. Letter of Intent (indicate the position/s you intend to apply)
 - h. Official Transcript of Records
 - i. Updated Service Records
 - j. Latest CSC Attested Appointment (or SDS signed appointment in lieu of attested appointment if still not released by CSC)
 - k. Performance Rating for three (3) consecutive rating periods
 - l. Certificates, MOVs and other documents determinants
6. The Schools Division Superintendent must be furnished with the copy of the result and should be posted in three (3) conspicuous places.
7. Wide dissemination of this Memorandum is desired.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

HR/hrmo

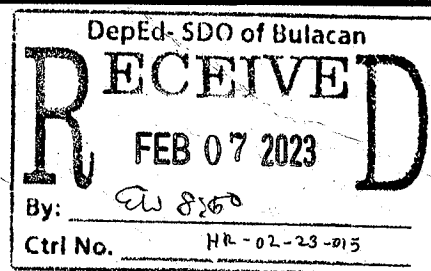


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Republic of the Philippines
Department of Education
REGION III
Schools Division of Bulacan
District of Calumpit North
F. MENDOZA MEMORIAL ELEMENTARY SCHOOL

February 6, 2023



ROWENA T. QUIAMBAO, CESE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division of Bulacan
City of Malolos, Bulacan

Dear Madam:

We hope that this letter finds you well.

This is to inform your good office that there is an existing Administrative Aide I vacant item position at F. Mendoza Memorial Elementary School- Calumpit North District prior to the retirement of Rolando C. Cabaluna. In this regard, may we request for a school-based open ranking of the said position, Plantilla Item OSEC-DECSB-ADA1-150122-2004, to be held on February 15, 2023 at F. Mendoza Memorial Elementary School. Rest assured that we will observe and follow the minimum public health standards as prescribed by DOH and related protocols required by the agencies.

I am hoping for your favorable response regarding this matter.

Thank you very much and God bless.

Respectfully yours,


NIÑA R. SUMALABE, PhD.
Principal III

Noted by:


MARQUEZ T. CARTEL
District Supervisor



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