



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

February 09, 2023

**DIVISION MEMORANDUM**

No. 056 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR PUBLIC SCHOOLS DISTRICT  
SUPERVISORS, ADMINISTRATIVE OFFICER V  
AND LEGAL ASSISTANT I POSITIONS**

To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
HRMPSB Members  
Secondary and Elementary School Principals/OICs  
All Others Concerned

1. This is to announce that the Division Open Ranking for the following vacant positions, this Schools Division, shall be held on February 27, 2023, 8:30am at the SDO Bulacan Conference Hall.

- Public Schools District Supervisors
- Administrative Officer V
- Legal Assistant I

2. SDO Bulacan's Basic and preferred Qualification Standards (QS) for the positions are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Public Schools District Supervisor/SG-22	Master's Degree In Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Administrative Officer V (Budget Officer III)/SG-18	Bachelor's degree relevant to the job	2 yrs of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Legal Assistant I/SG-10	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	At least 1 year experience related to the position (Preferred QS)	8 hours of relevant training (Preferred QS)	Career Service Professional/Second Level Eligibility






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3. Interested applicants shall submit to this Office through the Records Unit, the photocopies of the following documents on or before February 22, 2023, for initial evaluation:
  - a. Letter of Intent
  - b. Fully accomplished Personal Data Sheet (CSC Form 212, revised 2017)
  - c. Transcript of Records (Bachelor's Degree and Master's degree)
  - d. Certificates of employment or Service Record and latest appointment
  - e. Certificates of participation to relevant trainings
  - f. Certificate of eligibility/rating/license
  - g. Performance rating for the last three rating periods (must be at least VS)
  - h. Omnibus Certification of Authenticity and Veracity of Documents
4. Other original copies of pertinent documents based on the criteria per DO No. 66, s. 2007 shall be presented during the open ranking.
5. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
6. Attached are the enclosures for your reference:  
  
Enclosure No. 1     - Schedule of selection process  
Enclosure No. 2     - Composition of the HRMPSB
7. Wide dissemination of this Memorandum is desired.
8. Expense to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting rules and regulation.

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



HRMPSB/hrmo

Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
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Enclosure No. 1, to the Division Memorandum No. OSO, s. 2023

**SCHEDULE OF SELECTION PROCESS**

Date	Activity
On or before February 22, 2023	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum to the Records Unit
February 23, 2023	Emailing of all candidates on the result of the preliminary evaluation
February 27, 2023	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results  Interview and Written Examination
February 28 to March 02, 2023	Background Investigation of the applicants included in the shortlist
March 03, 2023	Recommendation for possible appointment

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Enclosure No. 2, to the Division Memorandum No. OSO, s. 2023

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)  
SPECIAL COMMITTEE3**

Chairperson : CECILIA E. VALDERAMA, PhD  
Assistant Schools Division Superintendent

Members : Dr. Gregorio C. Quinto, Jr.  
CID Chief

Cecilia S. Custodio, PhD  
SGOD Chief

Ms. Josefina S. Pedroche  
Administrative Officer V

Ms. Victoria O. Madrigal  
Administrative Officer IV, Personnel Unit

For the Legal Assistant I position:  
Atty. Elmer D. Lopez  
Attorney III

For the PSDS position:  
Daniel V. Ortega, EdD  
President, PSDS Association

Secretariat : Mr. Garry Salamat  
Ms. Hana Hernandez

