



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

March 06, 2023

DIVISION MEMORANDUM
No. 084 s. 2023

DISTRICT RANKING FOR VACANT ADMINISTRATIVE AIDE I (UTILITY WORKER I) POSITION IN THE DISTRICT OF BULACAN

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

1. This is to announce that District Open Ranking for vacant Administrative Aide I position in Bulacan District shall be held on March 24, 2023 9:00am at Gen. Gregorio del Pilar Integrated 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	Nore

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

7:45



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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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