



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

DIVISION MEMORANDUM

No. 268 s. 2023

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

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

1. This is to announce that District Open Ranking for vacant one (1) Administrative Aide I position in Bustos District shall be held on July 06, 2023 9:00am at Bustos 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)





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5. The evaluation of original documents will be based on DepEd Order No. 07, s. 2023. No additional documents will be accepted after the ranking procedure.
  - Official Transcript of Records
  - Updated Service Records or Certificate of Employment, if any
  - Performance Rating for last rating period
  - Certificates, MOVs and other documents determinants
  
6. The Schools Division Superintendent must be furnished with the following documents:
  - a. Initial Evaluation Result (IER)
  - b. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - c. Complete documents of the applicants used in the evaluation
  - d. Minutes of the ranking
  - e. Final Deliberation
  
7. The Comparative Assessment Result shall be posted in three (3) conspicuous places and shall be valid for the said vacancy only.
  
8. Wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN EdD, CESO V**  
Schools Division Superintendent 4

June 21, 2023  
HR/hrmo

