



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

DIVISION MEMORANDUM  
 No. 269 s. 2023

**RE-EVALUATION OF SCHOOL RANKING CONDUCTED FOR VACANT  
 ADMINISTRATIVE AIDE I POSITION OF BULAKAN DISTRICT**

To: Public Schools District Supervisor of Bulakan  
 School Principals/OICs  
 HRMPSB Members  
 All Others Concerned

1. Pursuant to Item 80 of DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education, the district ranking conducted on March 24, 2023 for the two (2) vacant Administrative Aide 1 positions of Bulakan District will be re-evaluated and reassessed.
2. The said re-evaluation will be based on the criteria and point system as stipulated in the said guidelines on July 4, 2023.
3. 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.
4. The Qualification Standards (QS) for the position is as follows:

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

5. School HRMPSB is composed of the following:

Chairperson : Public Schools District Supervisor  
 Members : School Principal  
               One (1) Head Teacher  
               One (1) Master Teacher  
               Division Administrative Officer V

Secretariat : Administrative Officer II





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6. 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
  
7. The Schools Division Superintendent must be furnished with the following documents:
  - f. Initial Evaluation Result (IER)
  - g. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - h. Complete documents of the applicants used in the evaluation
  - i. Minutes of the ranking
  - j. Final Deliberation Form
  
8. The Comparative Assessment Result shall be posted in three (3) conspicuous places and shall be valid for the said vacancy only.
  
9. Wide dissemination of this Memorandum is desired.

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

June 20, 2023  
HR/hrmo

