



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

DIVISION MEMORANDUM

No. 298 s. 2023

**SCHOOL RANKING FOR VACANT NON-TEACHING
POSITIONS OF MARIANO PONCE NATIONAL HIGH SCHOOL**

To: Public Schools District Supervisor
HRMPSB Members
School Principals/OICs
Teaching Personnel of Mariano Ponce NHS
All Others Concerned

1. This is to announce that School Open Ranking for the following vacant positions in Mariano Ponce National High School shall be held on July 25, 2023, 9:00am at Mariano Ponce NHS:
 - Administrative Aide III (Driver)
 - Watchman I
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for non-teaching positions.
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 positions are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Administrative Aide III (Driver) SG-03	Elementary School Graduate	None required	None required	Professional Driver's License
Watchman I/SG-02	Elementary School Graduate	None required	None required	None required





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5. School HRMPSB shall be composed of the following:

Chairperson : Division Education Program Supervisor
Members : School Principal
Division Administrative Officer V
One (1) Master Teacher

Secretariat : Administrative Officer II or Administrative Assistant

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 vacancies only.

9. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent 

July 7, 2023
HR/hrmo

