



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

DIVISION MEMORANDUM  
 No. 313 s. 2023

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II (LOAN VERIFIER) OF LAURA DE LEON HALILI HIGH SCHOOL**

To: Public Schools District Supervisor  
 HRMPSB Members  
 School Principals/OICs  
 Teaching Personnel of Laura de Leon Halili HS  
 All Others Concerned

1. This is to announce that School Open Ranking for the vacant Administrative Assistant II (Loan Verifier) position in Laura de Leon Halili High School shall be held on August 02, 2023, 9:00am at Laura de Leon Halili HS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancy for non-teaching position.
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 Assistant II (Loan Verifier) SG-08	Completion of two year studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CSC Sub-professional Eligibility

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







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6. The evaluation of original documents will be based on DepEd Order No. 07, s. 2023. Deadline of submission of application is on July 28, 2023.
7. The Schools Division Superintendent must be furnished with the following documents:
  - a. Notarized Checklist of requirements
  - b. Initial Evaluation Result (IER)
  - c. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - d. Complete documents of the applicants used in the evaluation
  - e. Minutes of the ranking
  - f. 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 13, 2023  
HR/hrmo



**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/FIR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.