



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

DIVISION MEMORANDUM  
No. 350 s. 2023

**SCHOOL RANKING FOR VACANT REGISTRAR (SHS) OF SAN MIGUEL  
NATIONAL HIGH SCHOOL**

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

1. This is to announce that School Open Ranking for the vacant Registrar position (SHS) in San Miguel National High School shall be held on August 18, 2023, 9:00am at San Miguel NHS.
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
Registrar I SG-11	Bachelor's degree	None required	None required	CSC Professional/Appropriate Eligibility for Second Level position

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





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

---

6. The evaluation of original documents will be based on DepEd Order No. 07, s. 2023. Deadline of submission of application is on August 16, 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 (School HRMPSB)
  - d. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - e. Complete documents of the applicants used in the evaluation
  - f. Minutes of the ranking
  - g. 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.

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

Augsut 07, 2023  
HR/hrmo

