



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

DIVISION MEMORANDUM

No. 453 s. 2023

SCHOOL RANKING FOR VACANT SPECIAL EDUCATION TEACHER I AND ADMINISTRATIVE ASSISTANT II OF LOLOMBOY NATIONAL HIGH SCHOOL

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

1. This is to announce that School Open Ranking for the following vacant positions in Lolomboy NHS shall be held on October 26, 2023, 9:00am at Lolomboy NHS:

- One (1) Special Education Teacher I
- One (1) Administrative Assistant II (Loan Verifier)

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancies.

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
Special Education Teacher I/SG-14	Bachelor's degree in Secondary Education major in Special Education	None required	None required	RA 1080 (Teacher)
Administrative Assistant II (Loan Verifier) SG-08 (JHS)	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

5. School HRMPSB shall be composed of the following:



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@depd.gov.ph



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Chairperson : Division Education Program Supervisor
Members : School Principal
One (1) Master Teacher
One (1) Head Teacher

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of documents shall be based on DepEd Order 7, s. 2023. Submission of applications shall be submitted on or before October 25, 2023.
 - Letter of Intent (indicate the position/s you intend to apply)
 - Official Transcript of Records
 - Updated Service Records
 - Latest CSC Attested Appointment (or SDS signed appointment in lieu of attested appointment if still not released by CSC)
 - Performance Rating for three (3) consecutive rating periods
 - Certificates, MOVs and other documents determinants
7. The Schools Division Superintendent must be furnished with the following:
 - 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 for Special Education Teacher I and Administrative Assistant II should be posted in three (3) conspicuous places and shall be valid for School Year 2023-2024 only.
9. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent 

October 17, 2023
HR/hrmo



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