



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

DIVISION MEMORANDUM

No. 449 s. 2023

**ANNOUNCEMENT OF VACANCIES OF HEAD TEACHER III POSITIONS IN THE JUNIOR HIGH SCHOOL LEVEL AND SCHEDULE OF SELECTION PROCESSES**

To: Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
HRMPSB Members  
School Principals/OICs  
All Others Concerned

1. This Office announces division open ranking for the vacant Head Teacher III positions in various Junior High Schools, this Schools Division.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Head Teacher III 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
Head Teacher III/SG-16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)



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5. The evaluation of documents shall be based on DepEd Orders 007, s. 2023 and 019, s. 2022.
6. Please submit the Checklist of Requirements hereto attached on or before October 25, 2023 for initial evaluation.
7. Attached are the following enclosures:
  - Enclosure No. 1 - Schedule of selection process
  - Enclosure No. 2 - Schools where vacancy exist
  - Enclosure No. 3 - Checklist of Requirements
8. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual accounting and budgeting rules.
9. Wide dissemination of this Memorandum is desired.

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

October 13, 2023  
HR/hrmo



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Enclosure No. 1 to the Division Memorandum No. 441 s. 2023

<b>Date</b>	<b>Activity</b>
Until October 25, 2023	Submission of documents to the Records Unit or email the documents via <a href="mailto:sdobulacanhrmpsb@deped.gov.ph">sdobulacanhrmpsb@deped.gov.ph</a>
October 26, 2023	Initial evaluation of documents by the HRMPSB
October 31, 2023	Emailing of qualified applicants by the HRMPSB Secretariat
	Appreciation of documents & Interview and Examination
November 06, 2023am	Alexis G. Santos HS Calumpit NHS
November 06, 2023pm	Carlos F. Gonzales HS Frances NHS
November 07, 2023am	San Roque NHS Fortunato F. Halili NAS
November 07, 2023pm	Lolomboy NHS Sta. Monica HS Prenza NHS



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Enclosure No. 2 to the Division Memorandum No. 444s. 2023

Schools with Head Teacher III vacancies

Schools	Subject Area
Alexis G. Santos HS	MAPEH
Calumpit NHS	MAPEH
Carlos F. Gonzales HS	Edukasyon sa Pagpapakatao
Lolomboy NHS	Science
Frances NHS	English
Sta. Monica NHS	TLE
Prenza NHS	TLE
San Roque NHS	Araling Panlipunan
Fortunato F. Halili NAS	Araling Panlipunan

**CHECKLIST OF REQUIREMENTS**

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

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/HR 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", (c)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.