



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

DIVISION MEMORANDUM

No. SD7 s. 2023

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II OF  
 SAPANG BULAC HIGH SCHOOL**

To: Public Schools District Supervisor  
 HRMPSB Members  
 School Principals/OICs  
 Teaching Personnel of Sapang Bulac HS  
 All Others Concerned

1. This is to announce that School Open Ranking for the vacant Administrative Assistant II (SHS) position in Sapang Bulac HS shall be held on December 18, 2023, 9:00am at Sapang Bulac HS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancy.
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
Administrative Assistant II (SHS) SG-08	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:

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

Secretariat : Administrative Officer II or Administrative Assistant



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6. The evaluation of documents shall be based on DepEd Order 7, s. 2023. Submission of applications shall be submitted on or before December 14, 2023.
  - Letter of Intent
  - 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:
  - h. Notarized Checklist of requirements
  - i. Initial Evaluation Result (IER)
  - j. Comparative Assessment Result (School HRMPSB)
  - k. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - l. Complete documents of the applicants used in the evaluation
  - m. Minutes of the ranking
  - n. Final Deliberation Form
8. The Comparative Assessment Result for 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

December 05, 2023  
HR/hrmo