



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

DIVISION MEMORANDUM

No. 012 s. 2024

**SCHOOL RANKING FOR VACANT TEACHER II POSITION IN THE SENIOR HIGH SCHOOL (ACADEMIC TRACK) OF STA. LUCIA NATIONAL HIGH SCHOOL**

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

1. This is to announce that School Open Ranking for the vacant Teacher II in the SHS Academic Track (HUMSS I-B) position in Sta. Lucia NHS shall be held on January 10, 2024, 9:00am at Sta. Lucia NHS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Teacher II 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 position is as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II/SG-12 (HUMSS IB)	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree relevant strand/subject	None required	None required	RA 1080 (Teacher)

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



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

Website: <https://bulacandeped.com>


Email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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

---

6. The evaluation of original documents shall be based on DepEd Order 3, s. 2016 and DepEd Order No. 66, s. 2007. Deadline of submission of applicants shall be on or before January 09, 2024.
  - 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. Comparative Assessment Result (School HRMPSB)
  - b. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - c. Complete documents of the applicants used in the evaluation
  - d. Minutes of the ranking
  
8. The Comparative Assessment Result for Teacher 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

January 02, 2024  
HR/hrmo