



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

DIVISION MEMORANDUM

No. 076 s. 2024

SCHOOL RANKING FOR VACANT ADMINISTRATIVE OFFICER I AND SECURITY GUARD I POSITIONS OF PRENZA NATIONAL HIGH SCHOOL

To: Education Program Supervisors
 Public Schools District Supervisors
 HRMPSB Members
 School Principals/OICs
 All Others Concerned

1. This is to announce that School Open Ranking for the vacant one (1) Administrative Officer I (Cashier) and one (1) Security Guard I positions in Prenza National High School shall be held on March 01, 2024 9:00 am at Prenza NHS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancy for non-teaching 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
Administrative Officer I (Cashier) SG-10	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Eligibility
Security Guard I SG-03	High School Graduate	None required	None required	Security Guard License (MC 30, s. 1997-Cat.IV)

5. School HRMPSB shall be composed of the following:

Chairperson : Division Education Program Supervisor
 Members : School Principal
 Division Administrative Officer V



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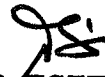


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One (1) Master Teacher

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents will be based on DepEd Order No. 07, s. 2023. Deadline of submission of application is on February 27, 2024.
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.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

February 13, 2024
HR/hrmo