



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

February 13, 2024

DIVISION MEMORANDUM

NO. 079 s, 2024

**DIVISION SELECTION PROCESS FOR OFFICERS-IN-CHARGE TO BE DESIGNATED
IN SECONDARY SCHOOLS WITHOUT PRINCIPALS**

To: Assistant Schools Division Superintendent for Secondary
Chief Education Program Supervisors
HRMPSB Members for Secondary
Heads of Public Secondary Schools
All Others Concerned:

1. Pursuant to DepEd Order No. 002, s. 2024 titled "Immediate Removal of Administrative Tasks of Public School Teachers", this Office announces the revocation of the special orders given to Teachers to serve as school Officers-In-Charge or Teachers-In-Charge of secondary schools without principals. This adheres to the MATATAG Agenda of the Department of Education which emphasizes the giving of support to Teachers to teach better.
2. One of the agreements during the consultative meeting conducted by the Regional Office relative to the immediate removal of administrative tasks of teachers is the assigning of department heads of secondary schools as OICs instead of teachers or master teachers.
3. This Office announces the call for applications to designation as OICs of secondary schools without principals. Department heads of secondary schools who are interested to serve as OICs are enjoined to submit their letters of intent including their pertinent documents.
4. Comparative assessment shall be conducted by the Division Human Resource Merit Promotion and Selection Board (HRMPSB). Those who will be included in the Comparative Assessment Result (CAR) shall be included in the pool of OICs who will be designated to serve the secondary schools without principals.
5. The pool of OICs shall be valid for one year. The reckoning date is the date of the comparative assessment.
6. Enclosed to this Memorandum are the following:
 - a. Qualification Requirements
 - b. Criteria and Point System
 - c. Checklist of Requirements and Omnibus Sworn Statement
 - d. Schedule of Recruitment and Selection Processes
7. All documents of the applicants must be submitted to the Records Unit on or before the deadline set for submission. In consonance with RA No. 8792 or the "Electronic Commerce Act of 2000", online submission of electronic copies of the application documents may be allowed, subject to the submission of hard copies upon request, for purposes of verification. Documents may be emailed to sdobulacansecondary@deped.gov.ph . Applicants are enjoined to refer to DO 007, s.



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2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" for the documentary requirements and process of selection.

8. This Office strictly adheres to the Equal Employment Opportunity Principle (EEOP). Selection of employees for designation shall be open to all men and women according to the principle of merit and fitness. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

9. Immediate and wide dissemination of this Memorandum is highly desired.


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

Encl.: As stated
References: As stated

To be included in the perpetual index
under the following:

PERSONNEL
SELECTION
DESIGNATION
HEAD TEACHERS
OFFICERS-IN-CHARGE



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Enclosure No. 1 to Division Memorandum No. _____, s. 2024

LIST OF QUALIFICATION REQUIREMENTS:

- A. Education - Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units
- B. Experience - Head Teacher for at least one year
- C. Training - 40 hours of relevant training (trainings on School Leadership and Management)
- D. Eligibility - RA 1080 (Teacher)



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Enclosure No. 2 to Division Memorandum No. _____, s. 2024

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO
SCHOOL ADMINISTRATION POSITIONS**

1. The assessment for School Administration positions shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. **Outstanding Accomplishments** acquired after the last promotion;
- f. **Application of Education** acquired after the last promotion;
- g. **Application of Learning and Development** acquired after the last promotion; and
- h. **Potential** measured using other evaluative assessments.

2. The point system for evaluative assessment is detailed in Table 1.

Table 1. Point System for Evaluative Assessment: School Administration Positions

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI)	15
Total	100



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Enclosure No. 3 to Division Memorandum No. _____, s. 2024

CHECKLIST OF REQUIREMENTS

CHECKLIST OF REQUIREMENTS		Annex C	
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 <small>(To be filled out by the applicant; Check if submitted)</small>	Verification <small>(To be filled out by the HRMO/HR Office/sub-committee)</small>	
		Status of Submission <small>(Check if accepted)</small>	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 2009", electronic 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.			



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



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Enclosure No. 4 to Division Memorandum No. _____, s. 2024

SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES

DATE	ACTIVITY	IN-CHARGE
Feb. 14-23, 2024	Receipt of documents of applicants for Qualification Requirements: <ul style="list-style-type: none">• Letter of Application/Intent (Indicate the preferred schools of assignment)• Transcript of Records• Service Records and Copies of Appointment• Certificates of Training on School Leadership and Management• Certificate of rating (eligibility) and photocopy of PRC license <p><i>Note: No additional documents shall be accepted after the deadline.</i></p>	Records Unit
Feb. 26-27, 2024	Initial evaluation of the qualification of applicants	HRMO
Feb. 28-29, 2024	Notification and posting of all qualified applicants of the results of the evaluation	HRMO and HRMPSB Secretariat
March 1, 2024	Comparative Assessment (Open Ranking) <p><i>Note: Applicants shall bring all their original pertinent documents based on the criteria set by DO 7, s. 2023 on the day of the ranking.</i></p>	HRMPSB and HRMPSB Secretariat