



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

DIVISION MEMORANDUM

No. 115 s. 2024

SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II POSITIONS OF STA. MARIA NATIONAL HIGH SCHOOL

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

1. This is to announce that Open Ranking for the following vacant administrative positions in Sta. Maria NHS shall be held on March 15, 2024, 9:00am at Sta. Maria NHS:

- One (1) Administrative Assistant III (Bookkeeper)
- One (1) Administrative Assistant II (Disbursing Officer)
- One (1) Administrative Assistant II (Loan Verifier)

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant 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 position is as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper) SG-09	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility
Administrative Assistant II (Disbursing Officer) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility
Administrative Assistant II (Disbursing Officer) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility



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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
Division Administrative Officer V

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of documents shall be based on DepEd 007, s. 2023. Submission of applications shall be submitted on or before March 13, 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 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

February 28, 2024
HRMPSB/hr