



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

DIVISION MEMORANDUM

No. 122 s. 2024

**ANNOUNCEMENT OF VACANCIES OF PROJECT DEVELOPMENT OFFICER I
AND SCHEDULE OF SELECTION PROCESSES**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the division open ranking for the remaining two (2) vacant Project Development Officer I positions, this Schools Division, to be deployed in the following districts:
 - DRT
 - Norzagaray East District
2. Said open ranking aims to provide pool of qualified applicants to fill vacant Project Development Officer I positions.
3. SDO Bulacan preferred Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Project Development Officer I/SG-11	Bachelor's degree relevant to the job	At least one (1) year relevant the duties and responsibilities of the position hereto attached	At least 4 hours of relevant training with knowledge in computer operation	CSC Professional (Appropriate Eligibility for Second Level Position)

4. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
5. Attached to this Memorandum are the following:
 - a. Schedule of activities
 - b. Duties and Responsibilities of PDO I



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6. Evaluation of applicants shall be based on the criteria of DepEd Order No. 7, s. 2023 titled Guidelines on Recruitment, Selection and Appointment in the Department of Education broken down as follows:

CRITERIA	POINTS SG 10-23 and SG 27
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
Total	100

7. The original copies of the following requirements shall be submitted to the Records Unit Attention: Human Resource Merit Promotion Selection Board (HRMPSB) for the evaluation. Applicants are required to attach a list of documents submitted to be checked and received by the Records Unit. Only the submitted documents will be assessed by the HRMPSB. Documents which are submitted beyond the prescribed date will not be accepted.

- a. Letter of Intent
- b. Duly accomplished CSC Personal Data Sheet
- c. Copy of Official Transcript of Records
- d. Copy of Civil Service Eligibility
- e. Updated Service Records or Certificate of employment, if any
- f. Latest Approved Appointment or copy of transmittal to the CSC, if any
- g. Performance Rating for the last rating period from the last promotion, if any
- h. Certificates, MOVs and other documents determinants specified on DepED Order No. 07, s 2023
- i. Omnibus Certification of Authenticity and Veracity of Documents

8. Immediate and wide dissemination of this Memorandum is desired.


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

March 7, 2024
HRMPSB/hr



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Enclosure No. 1, to the Division Memorandum No. 122 s. 2024

Schedule of Activities

Date	Activity
On or before March 25, 2024	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum to the Records Unit
March 26, 2024	Emailing of all candidates on the result of the initial evaluation
April 2, 2024	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results
April 3, 2024	Interview and Written Examination
	Final Deliberation & evaluation of the result of the ranking
April 4, 2024	Submission of Comparative Assessment Result to the SDS for approval
	Posting of result
	Preparation of deployment proposal