



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

DIVISION MEMORANDUM  
No. 204 s. 2024

**DIVISION OPEN RANKING FOR THE VACANT SCHOOL PRINCIPAL POSITIONS  
IN THE SECONDARY LEVEL**

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

1. This Office announces the Division Open Ranking for the following vacant positions in the secondary level which shall be conducted on May 06, 2024, 8:30 am at the Conference Hall, SDO Building:

School Principal IV - OSEC-DECSB-SP4-150010-2014  
- OSEC-DECSB-SP4-150009-2011  
School Principal III - OSEC-DECSB-SP3-150059-2017


2. This Office emphasizes the provision of equal opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations.

3. Attached are the following enclosures:

- CSC Qualification standards
- Schedule of activities
- Checklist of Requirements

4. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing rules.

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

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

April 19, 2024  
HRMPSB/hr



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
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Enclosure No. 1 to the Division Memorandum No. 204<sup>s</sup>. 2024

**CSC Qualification Standards for the following positions:**

Position Title/Salary Grade	Education	Experience	Training	Eligibility
School Principal III/SG-20	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in Education plus 6 units of Management	2 yrs as Principal	40 hours relevant training	RA 1080 (Teacher)
School Principal IV/SG-21	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional units in Education plus 6 units of Management	3 yrs as Principal	40 hours relevant training	RA 1080 (Teacher)



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Enclosure No. 2 to the Division Memorandum No. 204s. 2024

<b>Date</b>	<b>Activity</b>
Until May 2, 2024	Submission of the Checklist of Requirements for initial evaluation through the Records Unit
May 03, 2024	Emailing of applicants
May 06, 2024	Evaluation of documents based on DepEd Order No. 7, 2023
May 7, 2024	HRMPSB Deliberation
May 8, 2024	Submission of CAR to the SDS

**CHECKLIST OF REQUIREMENTS**

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 <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	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 2000", (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.