



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

DIVISION MEMORANDUM
 No. 211 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
 OF DR. PABLITO V. MENDOZA SR. HIGH SCHOOL**

To: Public Schools District Supervisor
 HRMPSB Members
 School Principals/OICs
 Teaching Personnel of Dr. Pablito Mendoza Sr. HS
 All Others Concerned

1. This is to announce that Open Ranking for the vacant Administrative Assistant II (SHS) position in Dr. Pablito V. Mendoza, Sr. HS shall be held on May 02, 2024, 9:00am at Dr. Pablito V. Mendoza Sr. HS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant position.
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 II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

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



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6. The evaluation of documents shall be based on DepEd 007, s. 2023. Submission of applications shall be submitted on or before April 30, 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

April 22, 2024