



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

DIVISION MEMORANDUM
 No. 219 s. 2024

SCHOOL RANKING FOR VACANT TEACHER II AND ADMINISTRATIVE ASSISTANT II POSITIONS IN THE SENIOR HIGH SCHOOL OF PARTIDA NATIONAL HIGH SCHOOL

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

1. This is to announce that School Open Ranking for the following vacant positions in Partida NHS shall be conducted on May 07, 2024, 9:00am at Partida NHS:

Teacher II - Academic Track
 Administrative Assistant II (Disbursing Officer)

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the 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 Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II/SG-12 (Academic Track)	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree relevant strand/subject	None required	None required	RA 1080 (Teacher)
Administrative Assistant II 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
- Secretariat : Administrative Officer II or Administrative Assistant
6. The evaluation of original documents shall be based on DepEd Order 3, s. 2016 and DepEd Order No. 66, s. 2007. Deadline of submission of applicants shall be on or before May 3, 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 for Teacher III and Teacher II positions 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 24, 2024
HR/hrmo



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