



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

DIVISION MEMORANDUM  
 No. 229 s. 2024

**ANNOUNCEMENT OF VACANCY FOR ADMINISTRATIVE OFFICER V  
 (BUDGET OFFICER) POSITION**

To: Assistant Schools Division Superintendent  
 SGOD and CID Chiefs  
 HRMPSB Members  
 Secondary and Elementary School Principals/OICs  
 All Others Concerned

1. This is to announce that the Division Open Ranking for the vacant Administrative Officer V (Budget Officer) position, this Schools Division, shall be conducted on May 13, 2024, 8:30am at the SDO Bulacan Conference Hall.
2. SDO Bulacan preferred Qualification Standards (QS) for the position are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer V (Budget Officer) SG-18	Bachelor's degree relevant to the job	2 yrs of relevant experience  <i>Preferably with Bookkeeping and Budgeting experience</i>	8 hours of relevant training	Career Service (Professional) Second Level Eligibility

3. This Office emphasizes the provision of equal employment 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.
4. The evaluation of documents shall be based on DepEd Order No. 007, s. 2023.
5. Please submit the notarized Checklist of Requirements hereto attached on or before May 09, s. 2024 for initial evaluation.
6. Expenses incurred in this activity shall be charged against the Division MOOE subject to the usual accounting and budgeting rules.



**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
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7. Attached is Enclosure No. 1 for your reference.
8. Wide dissemination of this Memorandum is desired.

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

APRIL 29, 2024  
HRMPSB/HR



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

Date and Time	Activity	Person/Office Responsible
May 09, 2024	Submission of documents listed in the Checklist of Requirements on or before May 09, 2024	Division Records Unit
May 10, 2024	Initial Evaluation of Documents and emailing of applicants	HRMPSB Secretariat
May 13, 2024	Evaluation of documents Interview and Written Examination	HRMPSB
May 14, 2024	Deliberation of HRMPSB	HRMPSB
May 15, 2024	Submission of CAR to the SDS	HRMPSB
May 16, 2024	Posting of results	Secretariat