



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

DIVISION MEMORANDUM

No. 262 s. 2024

ANNOUNCEMENT OF VACANCIES FOR VARIOUS ADMINISTRATIVE POSITIONS

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 following vacant positions, this Schools Division, shall be conducted on June 14, 2024, 8:30am at the SDO Bulacan Conference Hall:

Administrative Assistant III (Bookkeeper)
Administrative Assistant II (Disbursing Officer & Loan Verifier)
Administrative Aide VI

2. SDO Bulacan preferred Qualification Standards (QS) for the position are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper) SG-09	Completion of two years studies in college	1 yr of relevant experience <i>Preferably with Bookkeeping experience</i>	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Disbursing & Loan Verifier) SG-08	Completion of two years studies in college	1 yr of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI, SG-06	Completion of two years studies in college	1 yr of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility



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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. As such, the Nurse-on-Duty shall assist applicants with special needs.
5. DepEd Order No. 007, s. 2023 shall be the basis for the evaluation of documents.
6. Submission of the notarized Checklist of Requirements, hereto attached, shall be on or before June 11, 2024 for initial evaluation.
7. Expenses incurred in this activity shall be charged against the Division MOOE subject to the usual accounting and budgeting rules.
8. Attached is Enclosure No. 1 for your reference.
9. Wide dissemination of this Memorandum is desired.


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

May 31, 2024
HRMPSEB/HR



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph

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 (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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.	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 assessment, 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 (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	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