



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

DIVISION MEMORANDUM  
No. 263 s. 2024

**ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE OFFICER II 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 vacant Administrative Officer II positions, this Schools Division, shall be conducted on June 27, 2024, 8:30am at the SDO Bulacan Conference Hall.
2. The CSC Qualification Standards (QS) for the position are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer II SG-11	Bachelor's degree relevant to the job	None required	None required	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. 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 26, s. 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.



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

---

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*  
HRMPSB/HR



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

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

<b>Date and Time</b>	<b>Activity</b>	<b>Person/Office Responsible</b>
June 24, 2024	Submission of documents listed in the Checklist of Requirements	Division Records Unit
June 26, 2024	Initial Evaluation of Documents and emailing of applicants	HRMPSB Secretariat
June 27, 2024	Evaluation of documents Interview and Written Examination	HRMPSB
June 28, 2024	Deliberation of HRMPSB	HRMPSB
July 01, 2024	Submission of CAR to the SDS	HRMPSB
July 02, 2024	Posting of results	Secretariat

**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 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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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