



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

DIVISION MEMORANDUM

No. 328 s. 2024

**OPEN RANKING FOR THE VACANT POSITIONS IN THE
SCHOOLS DIVISION OF CITY OF BALIWAG**

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces the Division Open Ranking for the following vacant positions in the Schools Division Office of the City of Baliwag which shall be conducted on August 19, 2024, 8:30 am at the Conference Hall, SDO Building:

Chief Education Supervisor (CID)	- CES-150025-2024
Chief Education Supervisor (SGOD)	- CES-150026-2024
Administrative Officer V (Gen. Services)	- ADOF5-150007-2024
Administrative Officer IV (HRMO)	- ADOF4-150008-2024

2. This activity aims to constitute the members of the Human Resource Merit Promotion and Selection Board SDO Baliwag.
3. This Office emphasizes the provision of equal 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. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing rules.
5. Immediate and wide dissemination of this Memorandum is desired.


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

August 05, 2024
Bulacan HRMPSB/hr



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

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

CSC Qualification Standards for the following positions:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Chief Education Program Supervisor SG-24	Master's degree in Education or other relevant Master's Degree	4 years of relevant experience involving Management and Supervision	24 hours relevant training	RA 1080 (Teacher)
Chief Education Program Supervisor SG-24	Master's degree in Education or other relevant Master's Degree	4 years of relevant experience involving Management and Supervision	24 hours relevant training	RA 1080 (Teacher)
Administrative Officer V (Gen. Services) SG-18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Officer IV (HRMO) SG-15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)



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Enclosure No. 3 to the Division Memorandum No. s. 2024

Date	Activity
Until August 15, 2024	Submission of the Checklist of Requirements for initial evaluation through the Records Unit
August 16, 2024	Emailing of applicants
August 19, 2024	Evaluation of documents based on DepEd Order No. 7, 2023 <i>(Open Ranking)</i>
August 20, 2024	HRMPSB Deliberation
August 21, 2024	Submission of CAR to the SDS



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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 and reliability and can be authenticated so as to be usable for subsequent reference.