



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

DIVISION MEMORANDUM

No. 385 s. 2024

**SCHOOL RANKING FOR VACANT TEACHER II POSITION  
 OF SAN ROQUE NATIONAL HIGH SCHOOL (JHS)**

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

1. This is to announce that School Open Ranking for the following vacant Teacher II position in San Roque NHS shall be held on September 24, 2024, 9:00am at San Roque NHS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancy.
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	Bachelor in Secondary Education or Bachelor's degree with 18 professional units in Education with appropriate major	1 year of relevant experience	None required	RA 1080 (Teacher)

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  
 Faculty President

Secretariat : Administrative Officer II or Administrative Assistant



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

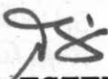
Website: <https://bulacandeped.com>

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6. The evaluation of documents shall be based on DepEd Order 66, s. 2007. Submission of applications shall be submitted on or before September 20, 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:
  - Notarized Checklist of requirements
  - Initial Evaluation Result (IER)
  - Comparative Assessment Result (School HRMPSB)
  - Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
  - Complete documents of the applicants used in the evaluation
  - Minutes of the ranking
  - Final Deliberation Form
8. The Comparative Assessment Result for Teacher II should be posted in three (3) conspicuous places.
9. Wide dissemination of this Memorandum is desired.

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

September 11, 2024  
HRMPSB/hr