



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

DIVISION MEMORANDUM
 No. 392 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
 OF STA. CRUZ NATIONAL HIGH SCHOOL**

To: Public Schools District Supervisor
 HRMPSB Members
 School Principals/OICs
 Teaching Personnel of Sta. Cruz NHS
 All Others Concerned

1. This is to announce that School Open Ranking for the vacant Administrative Assistant II (SHS) position in Sta. Cruz National High School shall be held on September 25, 2024, 9:00am at Sta. Cruz 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
Administrative Assistant II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

5. School HRMPSB shall be composed of the following:

Chairperson : School Principal
 Members : Division Administrative Officer V
 One (1) Master Teacher
 One (1) Head Teacher

Secretariat : Administrative Officer II or Administrative Assistant



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6. The evaluation of documents shall be based on DepEd 007, s. 2023. Submission of applications shall be submitted on or before September 23, 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:

- i. Notarized Checklist of requirements
- ii. Initial Evaluation Result (IER)
- iii. Comparative Assessment Result (School HRMPSB)
- iv. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
- v. Complete documents of the applicants used in the evaluation
- vi. Minutes of the ranking
- vii. Final Deliberation Form

8. The Comparative Assessment Result 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 13, 2024
HR/hrmo