



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

DIVISION MEMORANDUM

No. 401 s. 2024

DISTRICT RANKING FOR VACANT ADMINISTRATIVE AIDE I (UTILITY WORKER I) POSITION IN THE DISTRICT OF NORZAGARAY WEST

To: Public Schools District Supervisor
HRMPSB Members
Elementary School Principals/OICs
Teaching Personnel of Norzagaray West District
All Others Concerned

1. This is to announce that District Open Ranking for vacant one (1) Administrative Aide I position in Norzagaray West District shall be held on October 02, 2024, 9:00am at Norzagaray Elementary School.
2. 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.
3. The Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grade	Education Requirement	Experience Requirement	Training Requirement	Eligibility Requirement
Administrative Aide I/SG-01	Must be able to read and write	None required	None required	None

4. District HRMPSB shall be composed of the following:

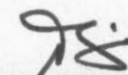
Chairperson : Public Schools District Supervisor
Members : Central School Principal
One (1) School Principal
One (1) Master Teacher

Secretariat : Administrative Officer II (Central School)



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5. The evaluation of original documents will be based on DepEd Order No. 07, s. 2023. Deadline of submission of application is on or before September 30, 2024. No additional documents will be accepted after the ranking procedure.
 - Official Transcript of Records
 - Updated Service Records or Certificate of Employment, if any
 - Performance Rating for last rating period
 - Certificates, MOVs and other documents determinants
6. The Schools Division Superintendent must be furnished with the following documents:
 - a. Initial Evaluation Result (IER)
 - b. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
 - c. Complete documents of the applicants used in the evaluation
 - d. Minutes of the ranking
 - e. Final Deliberation
7. The Comparative Assessment Result shall be posted in three (3) conspicuous places and shall be valid for the said vacancy only.
8. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

September 20, 2024
HR/hrmo