



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

DIVISION MEMORANDUM

No. 413 s. 2024

**SCHOOL RANKING FOR VACANT TEACHER II POSITION IN THE SENIOR HIGH SCHOOL OF CARLOS F. GONZALES HIGH SCHOOL**

To: Public Schools District Supervisor  
 HRMPSB Members  
 School Principals/OICs  
 Teaching Personnel of Carlos F. Gonzales HS  
 All Others Concerned

1. This is to announce that a School Open Ranking for the vacant two (2) Teacher II (Academic Track) positions in Carlos F. Gonzales HS shall be conducted on October 03, 2024, 9:00am at Carlos F. Gonzales HS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacant position.
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 are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Teacher II/SG-12 (Academic Track)	Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree relevant strand/subject	None required	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



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Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents shall be based on DepEd Order 3, s. 2016 and DepEd Order No. 66, s. 2007. Interested and qualified applicants must submit the following documentary requirements on or before October 01, 2024:
  - Letter of Intent;
  - 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; and
  - Certificates, MOVs and other documents determinants
7. The Schools Division Superintendent must be furnished with the following:
  - a. Comparative Assessment Result (School HRMPSB)
  - 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
8. The Comparative Assessment Result for Teacher II position 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 23, 2024  
HR/hrmo