



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

DIVISION MEMORANDUM

No. 419 s. 2024

**DIVISION OPEN RANKING FOR THE VARIOUS VACANT POSITIONS  
IN THE SDO BULACAN**

To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
HRMPSB Members  
Public Schools District Supervisors  
Elementary and Secondary School Principals/OICs  
All Others Concerned

1. This is to announce that an open ranking of qualified applicants for the following vacant positions in the SDO Bulacan shall be conducted on October 16, 2024, 8:30 am at the Conference Hall:

One (1) Medical Officer III  
One (1) Dentist II  
One (1) Project Development Officer I (Youth Formation Coordinator)

2. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the said positions.
3. SDO Bulacan provides equal opportunity to all 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 affiliation.
4. The Preferred Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grace	Education	Experience	Training	Eligibility
Medical Officer III, SG-21	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Health Education or relevant field)	At least one year of relevant experience in the practice of Medicine	4 hours of relevant training	RA 1080 (Physician's Licensure Exam)



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Dentist II, SG-17	Doctor of Dental Medicine	At least one year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)
Project Development Officer I, SG-11	Bachelor's degree preferable in Psychology, Behavioral Science, Guidance and Counseling or related	Having been an elected student or youth leader in a school and/or community-based organization	None	Career Service (Professional) Second Level Eligibility

- The evaluation of documents shall be based on DepEd Order 7, s. 2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements through the Records Unit on or before October 14, 2024.
- Applicants shall be notified on the status of their applications thru email on October 15, 2024.
- Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing procedures.
- Wide dissemination of this Memorandum is desired.

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

September 24, 2024  
HR/hrmo

## 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 (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	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