



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

DIVISION MEMORANDUM
 No. 506 s. 2024

SCHOOL RANKING FOR VACANT ACCOUNTANT I POSITION OF FORTUNATO F. HALILI NATIONAL AGRICULTURAL SCHOOL

To: Public Schools District Supervisor
 HRMPSB Members
 School Principals/OICs
 Teaching Personnel of FF Halili NAS
 All Others Concerned

1. This is to announce that a School Ranking for the vacant Accountant I position in Fortunato F. Halili National Agricultural School shall be held on November 25, 2024, 9:00am at FF Halili NAS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the 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	Experience	Training	Eligibility
Accountant I, SG-12	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None Required	RA 1080 (Certified Public Accountant)

5. The School HRMPSB shall be composed of the following:

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

Secretariat : Administrative Officer II or Administrative Assistant



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6. The evaluation of documents shall be based on DepEd 007, s. 2023. Interested and qualified applicants shall submit the following documentary requirements on or before November 21, 2024:

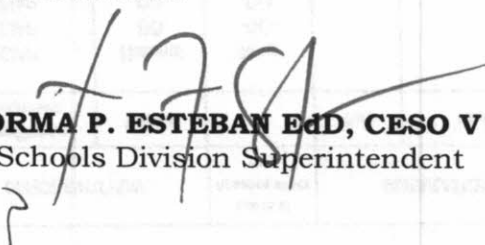
- Letter of Intent;
- Official Transcript of Records;
- Updated Service Records or Certificate of Employment;
- Latest CSC Attested Appointment, if any;
- Performance Rating for the last rating period; and
- Certificates, MOVs and other documents determinants.

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 should be posted in three (3) conspicuous places.

9. Wide dissemination of this Memorandum is desired.


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

November 08, 2024
HRMPSB/hr