



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

DIVISION MEMORANDUM
 No. 511 s. 2024

EXTENSION OF SUBMISSION OF DOCUMENTARY REQUIREMENTS RELATIVE TO THE DIVISION OPEN RANKING FOR TWO (2) VACANT SCHOOL PRINCIPAL I POSITIONS IN THE SECONDARY LEVEL

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. Pursuant to DepEd Memorandum No. 059, s. 2024 dated October 18, 2024 titled "Results of the Fiscal Year 2023 National Qualifying Examination for School Heads and Fiscal Year 2021 NQESH Category B Evaluation and Certification", and consistent with Memorandum DM-OUHRD-2024-2127 titled "Guidance on Filling Up School Principal I Item and Clarification on the Results of the FY 2023 and FY 2021 CATB NQESH", this Office announces the extension of the submission of Letter of Intent and other supporting documents for the two (2) School Principal I positions in the Secondary Level until November 15, 2024, as originally announced thru Division Memorandum No. 412, s. 2024.
2. This 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 Grade	Education	Experience (preferably)	Training	Eligibility
	Bachelor's degree in Secondary Education or	HT for 1 year; or TIC for 2 yrs; or	40 hours of relevant training	RA 1080 (Teacher)



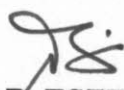
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School Principal I/SG-19	Bachelor's Degree with 18 professional education units	MT for 2 yrs; or Teacher for 5 yrs		NQESH passer / Qualifier/ Eligible
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- Expenses incurred in this activity shall be 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

November 11, 2024
HRMPSB



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Enclosure to the Division Memorandum No. , s. 2024

Date and Time	Activity
On or before November 15, 2024	Submission of the notarized Checklist of Requirements to the Records Unit
November 18, 2024	Initial Evaluation of the documents Based on DepEd Order No. 7, s. 2023
November 19, 2024,	Emailing of applicants
November 21, 2024 8:30 am	Preliminaries Evaluation of documents Oral Interview Written Examination
November 22, 2024	Submission of the CAR to the SDS

CHECKLIST OF REQUIREMENTS

Annex C

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.