



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

DIVISION MEMORANDUM

No. 520 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
 OF VEDASTO R. SANTIAGO HIGH SCHOOL**

To: Public Schools District Supervisor
 HRMPSB Members
 School Principals/OICs
 Teaching Personnel of Vedasto R. Santiago HS
 All Others Concerned

1. This is to announce that a School Ranking for the vacant Administrative Assistant II (Disbursing Officer) position in Vedasto R. Santiago HS shall be held on November 26, 2024, 9:00am at Vedasto R. Santiago HS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up 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
Administrative Assistant II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

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



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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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 22, 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 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