



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

DIVISION MEMORANDUM
 No. 524 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE AIDE POSITIONS
 OF NORZAGARAY NATIONAL HIGH SCHOOL**

To: Education Program Supervisor In-charge
 HRMPSB Members
 School Principals/OICs
 Teaching Personnel of Norzagaray NHS
 All Others Concerned

1. This is to announce the School Open Ranking for the following vacant positions in Norzagaray National High School which shall be conducted on December 04, 2024, 9:00 am at Norzagaray NHS:

- One (1) Administrative Aide III
- One (1) Administrative Aide IV

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the above mentioned positions.

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 positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Administrative Aide III, SG-03	Completion of two years in college	None required	None required	Career Service (Sub Professional) First Level Eligibility
Administrative Aide III, SG-03	Completion of two years in college	None required	None required	Career Service (Sub Professional) First Level Eligibility

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

Chairperson : School Principal

Members : Division Administrative Officer V
 One (1) Master Teacher



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One (1) Head Teacher
Faculty President

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents shall be based on DepEd Order 7, s. 2023. Interested and qualified applicants shall submit the following documentary requirements on or before December 02, 2024.
 - Letter of Intent (indicate the position/s you intend to apply);
 - 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.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

November 18
HRMPSB/hr