



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

DIVISION MEMORANDUM

No. 536 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
OF UPIG HIGH SCHOOL**

To: Public Schools District Supervisor
HRMPSB Members
School Principals/OICs
Teaching Personnel of Upig HS
All Others Concerned

1. This is to announce that a School Ranking for the vacant Administrative Assistant II (SHS) position in Upig HS shall be held on December 03, 2024, 9:00am at Upig 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



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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 29, 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.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

November 18, 2024
HRMPSB