

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

DIVISION MEMORANDUM
No. 545 s. 2024

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
OF HAGONoy WEST DISTRICT**

To: Public Schools District Supervisor
HRMPSB Members
School Principals/OICs
Teaching & Non-teaching Personnel of Hagonoy West District
All Others Concerned

1. This is to announce that School Open Ranking for one (1) vacant Administrative Assistant II (Disbursing Officer) position in Hagonoy West District shall be held on December 10, 2024, 9:00am at Hagonoy West Central School.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancy.
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 is as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Administrative Assistant II (Disbursing Officer) 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 : Public Schools District Supervisor

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

Secretariat : Administrative Officer II



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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 December 06, 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), if any
- Certificate of employment;
- 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. Notarized Checklist of requirements
- b. Initial Evaluation Result (IER)
- c. Comparative Assessment Result (School HRMPSB)
- d. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
- e. Complete documents of the applicants used in the evaluation
- f. Minutes of the ranking
- g. Final Deliberation Form

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 22, 2024
HR/hrmo