



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


DIVISION MEMORANDUM

No. 006 s. 2025

**CALL FOR SUBMISSION OF APPLICATION FOR OIC-SCHOOL HEAD  
IN THE SECONDARY LEVEL**

To: Assistant Schools Division Superintendents  
HRMPSB Members  
Secondary School Principals/OICs  
All Others Concerned

1. This is to invite all interested and qualified applicants to submit application for Officer In-Charge – School Head in the Secondary Level, this Schools Division.
2. The said activity ranking aims to designate Officers In-Charge in school without Principal item.
3. To become an Officer In-Charge, one must have at least three (3) years teaching experience, an NQESH passer and undergo a screening process based on DepEd Order No. 42, s. 2007. Deadline of submission of Letter of Intent and other documentary requirements on January 07, 2025.
4. 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.
5. Wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN EdD, CESO V**  
Schools Division Superintendent

January 6, 2025  
HRMPSB/hr