



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

DIVISION MEMORANDUM
No. 072 s. 2025

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION
OF OBANDO NATIONAL HIGH SCHOOL**

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

1. This is to announce that a School Open Ranking for the vacant Administrative Assistant III (Bookkeeper) position in Obando National High School shall be held on February 19, 2025, 9:00am at Obando NHS.
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 are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Administrative Assistant III SG-09	Completion of two years in college <i>Preferably with Accounting Units</i>	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

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

Chairperson : Education Program Supervisor

Members : School Principal
One (1) Master Teacher
One (1) Head Teacher

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




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

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 February 17, 2025;
 - 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 the last rating period; and
 - Certificates, MOVs and other documents determinants.

7. The Schools Division Superintendent must be furnished with the following:
 - Notarized Checklist of requirements
 - Initial Evaluation Result (IER)
 - Comparative Assessment Result (School HRMPSB)
 - Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
 - Complete documents of the applicants used in the evaluation
 - Minutes of the ranking
 - 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

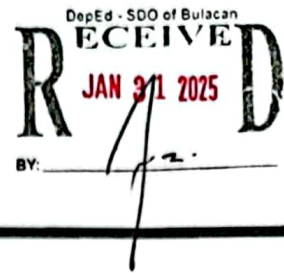
February 03, 2025
HRMPSB



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF BULACAN
OBANDO NATIONAL HIGH SCHOOL
(SCHOOL ID: 300763)



January 30, 2025

NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent
Division of Bulacan

Thru: **Victoria O. Madrigal**
Human Resource and Management Officer

Madam:

Greetings in the name of our Lord!

Obando National High School has a vacant Administrative III position. The vacant position is from our former ADAS III (Bookkeeper), Mr. Alvin V. Suriben, who transferred to the School Division of Bulacan. In this regard, the undersigned would like to request for a school open ranking to fill up the aforesaid position.

Thank you so much in anticipation of your positive respond on this request.

Very truly yours,


JOCELYN V. SUNGA
School Principal I



Address: De Ocampo Subd. Paliwas, Obando, Bulacan
Email Address: 300763@deped.gov.ph Contact Number: 02-8332-2597