



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

DIVISION MEMORANDUM

No. **67** s. 2025

**ANNOUNCEMENT OF VACANCIES OF VARIOUS VACANT POSITIONS IN THE
SENIOR HIGH SCHOOL AND SCHEDULE OF SELECTION PROCESSES**

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
HRMPSB Members
Heads of Elementary and Secondary Schools
All Others Concerned

1. This Office announces that the division open ranking for the following vacant non-teaching positions in the Senior High School shall be held on the schedule hereto attached:

Position	School to be deployed
Four (4) Registrar I	Prenza NHS
	Alexis Santos HS
	Lolomboy NHS
	San Rafael NTS
Two (2) Administrative Officer II	AFG Bernardino MTS
	Sta. Lucia HS


2. Said open ranking aims to provide pool of qualified applicants to fill vacant Registrar I and Administrative Officer II positions.
3. The CSC Qualification Standards (QS) for the said vacant positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Registrar I, SG-11	Bachelor's degree	None Required	None Required	CSC Professional (Appropriate Eligibility for Second Level Position)
Administrative Officer II, SG- 11	Bachelor's degree relevant to the job	None Required	None Required	CSC Professional (Appropriate Eligibility for Second Level Position)



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4. SDO Bulacan provides fair and equal opportunity to all qualified applicants for the positions who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability, religion, ethnicity or political affiliations.
5. Expensed incurred in this activity shall be charged against the Division MOOE subject to the usual budgeting and auditing procedures.
6. Immediate and wide dissemination of this Memorandum is desired.


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

January 28, 2025
HRMPSB



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Enclosure No. 1, to the Division Memorandum No. s. 2025

Schedule of Activities

Date	Activity
On or before February 18, 2025	Submission of Letter of Intent and Checklist of Requirements to the Records Unit
February 19, 2025	Emailing of all candidates on the result of the initial evaluation
February 21, 2025	HRMPSB Deliberation – Evaluation of documents and preparation of Comparative Assessment Results based on DepEd Order No. 7,s. 2023
	Interview and Written Examination
February 24, 2025	Final Deliberation & evaluation of the result of the ranking
March 22, 2024	Submission of Comparative Assessment Result to the SDS for approval