



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

DIVISION MEMORANDUM

No. 83 s. 2025

**DISTRICT RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III  
 POSITIONS OF HAGONROY EAST DISTRICT**

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

1. This is to announce that School Open Ranking for the vacant Administrative Assistant III (Bookkeeper) position in Hagonoy East District shall be held on February 18, 2025, 9:00am at Hagonoy East 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 III (Bookkeeper) SG-09	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

5. 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 February 14, 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 three (3) consecutive rating periods
- Certificates, MOVs and other documents determinants
- Checklist of Requirements


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.

February 05, 2025  
HRMPSB

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