



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

DIVISION MEMORANDUM

No. 129 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITIONS OF  
NORTH HILLS HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Education Program Supervisors  
HRMPSB Members  
School Principals/OICs  
All Others Concerned

1. This is to announce that Open Ranking for two (2) vacant Administrative Assistant II (Disbursing Officer & Loan Verifier) positions in North Hills HS shall be held on March 27, 2025, 9:00am at North Hills HS.

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant positions in the said school.

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	Experience	Training	Eligibility
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
Administrative Assistant II (Loan Verifier) SG-08	Completion of two years in college	.	4 hours relevant training	Career Service Sub-Professional Eligibility

5. The HRMPSB Sub-Committee shall be composed of the following:

Chairperson : Mr. Francisco B. Macale  
EPS, Division Representative

Members : School Principal where the vacancy exists



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One (1) Head Teacher  
Representative of accredited union/association

Secretariat : Administrative Officer II or Administrative Assistant


6. The evaluation of documents shall be based on DepEd 007, s. 2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements on or before March 20, 2025.

7. The Schools Division HRMPSB must be furnished with the following:

- a. Comparative Assessment Result signed by the HRMPSB Sub-Committee
- b. Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
- c. Complete documents of the applicants used in the evaluation
- d. Minutes of the ranking

8. The HRMPSB must furnish the SDS with the copy of the result and should post the result in three (3) conspicuous places.

9. Wide dissemination of this Memorandum is desired.

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

March 10, 2027  
HRMPSB



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Enclosure to Division Memorandum No. 129 s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
March 20, 2025	Deadline of Submission of applications	School Secretariat
March 21, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
March 24, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
March 27, 2025	Evaluation and documents  Demonstrations	HRMPSB Sub-Committee
March 28, 2025	Submission the CAR Result to the SDS	Secretariat