



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

DIVISION MEMORANDUM
No. 180 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION
OF SAN MIGUEL NORTH DISTRICT**

To: Public Schools District Supervisor
HRMPSB Members
Elementary and Secondary Principals/OICs
All Others Concerned

1. This is to announce that Open Ranking for the vacant Administrative Assistant III (Bookkeeper) position in San Miguel North District shall be held on April 14, 2025, 9:00am at San Miguel North Central School.

Item Number: ADAS3-150141-2014

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. The District HRMPSB shall be composed of the following:

Chairperson : Public Schools District Supervisor

Members : Central Principal
One (1) Head Teacher
Representative of employees association
Faculty President



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

Secretariat : Administrative Officer II

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 April 10, 2025.
10. The 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
11. The HRMPSB must furnish the SDS with the copy of the result and should post in three (3) conspicuous places.
12. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

March 31, 2025
HRMPS



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

Enclosure to Division Memorandum No. 80s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
April 10, 2025	Deadline of Submission of applications	School Secretariat
April 11, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
April 11, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
April 14, 2025	Evaluation and documents Demonstrations	HRMPSB Sub-Committee
April 16, 2025	Submission the CAR Result to the SDS	Secretariat

7.