



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

DIVISION MEMORANDUM

No. 186 s. 2025

**RANKING FOR VACANT TEACHER II (JHS) AND ADMINISTRATIVE ASSISTANT II (SHS) OF FRANCES NATIONAL HIGH SCHOOL**

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

1. This is to announce that an Open Ranking for the following vacant positions in Frances NHS shall be held on April 22, 2025, 9:00 am at Frances NHS:

Teacher II (JHS) - TCH2-150754-2019  
Administrative Assistant II (SHS) - ADAS2-150113-2016

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancies 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
Teacher II/SG-12	Bachelor in Secondary Education or Bachelor's degree with 18 professional units in Education with appropriate major	1 year of relevant experience	None required	RA 1080 (Teacher)
<b>Performance Requirements:</b> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				
Administrative Assistant II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility



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

---

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

Chairperson : Mr. Francisco B. Macale  
Members : School Principal where the vacancy exists  
One (1) Head Teacher  
Faculty President  
Representative from employees' association

Assessors : Ms. Aileen Mijares  
Ms. Ma. Concepcion Madla  
Mr. Sherwin G. Santos

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of documents shall be based on DepEd Order 20, s. 2024 for Teacher II and DepEd Order No. 7, s. 2023 for Administrative Assistant II. Interested and qualified applicants shall submit the notarized Checklist of Requirements on or before April 16, 2025.

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

- 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 shall be posted in three (3) conspicuous places and shall be valid for the said vacancies only.

9. Wide dissemination of this Memorandum is desired.

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

April 03, 2025  
HRMPSB



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

---

Enclosure to Division Memorandum No.    s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
April 16, 2025	Deadline of Submission of applications	School Secretariat
April 21, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
April 21, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
April 22, 2025	Evaluation and documents  Demonstrations	HRMPSB Sub-Committee
April 24, 2025	Submission the CAR Result to the SDS	Secretariat