



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

DIVISION MEMORANDUM

No. 202 s. 2025

**RANKING FOR VACANT TEACHER III AND ADMINISTRATIVE ASSISTANT
POSITIONS OF AFG BERNARDINO MTS**

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 AFG Bernardino MTS shall be held on May 02, 2025, 9:00 am at AFG Bernardino MTS:

Teacher III	- TCH3-152971-2019
Administrative Assistant II	- ADAS2-150254-2018
Administrative Aide I	- ADA1-150624-2004

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
Administrative Assistant II, SG-08	Completion of two years in college	1 year of relevant experience ³	4 hours of relevant training	CSC Sub-Professional Eligibility
Administrative Aide I, SG-01	Must be able to read and write	None	None	None required
Teacher III/SG-13	Bachelor in Secondary Education or Bachelor's degree with 18 professional units in Education with appropriate major	2 years of relevant experience	None required	RA 1080 (Teacher)



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Performance Requirements:

At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory

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. Maricel A. Sayson
Ms. Catherine Tolentino-Nieva
Mr. Ranulfo M. Jose

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents shall be based on DepEd Order No. 20, s. 2024. Interested and qualified applicants shall submit the Notarized Checklist of requirements on or before April 28, 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

April 14, 2025
HRMPSB



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HRMPSB

Enclosure to Division Memorandum No. 202s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
April 28, 2025	Deadline of Submission of applications	School Secretariat
April 29, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
April 29, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
MaY 02, 2025	Evaluation and documents Demonstrations	HRMPSB Sub-Committee
May 05, 2025	Submission the CAR Result to the SDS	Secretariat