



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

DIVISION MEMORANDUM  
No. 217 s. 2025

**DIVISION OPEN RANKING FOR VACANT MASTER TEACHER I POSITION  
IN THE ELEMENTARY LEVEL**

To: Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
HRMPSB Members  
Public Schools District Supervisors  
Elementary School Principals/OICs  
All Others Concerned

1. This is to announce that a Division Open Ranking for the following vacant Master Teacher I position in the elementary shall be held on the schedule hereto attached:
  - Calumpit North
  - San Miguel South
  - San Miguel Central
  - Marilao North
  - Bocaue
  - **Norzagaray West**
2. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Master Teacher positions in the said districts. No additional documents will be accepted after the scheduled date of the ranking procedure.
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 preferred Qualification Standards (QS) for the positions are as follows:

Position Title/ Salary Grade	Education	Experience	Training	Eligibility
Master Teacher I/SG-18	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years teaching experience	None required	RA 1080 (Teacher)



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<b>Performance Requirements</b>	
21 Proficient COIs at Outstanding	8 Proficient NCOIs at Very Satisfactory; And 8 Proficient NCOIs at Outstanding

5. The concerned District Supervisor shall conduct an initial evaluation based on the qualification standards.
6. Wide dissemination of this Memorandum is desired.

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

April 29, 2025  
HRMPSEB



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**Enclosure to Division Memorandum No. 217s. 2025**

**Schedule of Selection process:**

<b>Date and Time</b>	<b>Activity</b>	<b>Person/Office Responsible</b>
May 22, 2025	Submission of notarized Omnibus Sworn Statement and copies of Performance Rating for three (3) consecutive rating periods	Records Unit
May 23, 2025	Initial Evaluation of the applicants' qualification based on DepEd Order No. 20, s. 2024: <ul style="list-style-type: none"><li>➤ Qualification Standard</li><li>➤ Performance Requirements</li></ul>	HRMO Division Assessor
May 26, 2025	Posting and emailing of qualified applicants	Division HRMPSB Secretariat
May 27, 2025	Evaluation of Documents	HRMPSB
May 28, 2025	Submission of CAR to the SDS	Secretariat

# CHECKLIST OF REQUIREMENTS

Annex C-I

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMPSD/HR Office/sub-committee)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. [Note: Submit at most three (3) performance ratings depending on the performance requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position]			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSD for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified FPST NCOs)			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

### CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and for certified true copies thereof.

### DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and as where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be substantiated as to its truth for subsequent reference.