



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

DIVISION MEMORANDUM

No. 218 s. 2025

**DIVISION OPEN RANKING OF FOR VACANT SCHOOL PRINCIPAL AND HEAD  
TEACHER POSITIONS IN THE ELEMENTARY LEVEL**

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

1. This is to announce that division open ranking for the following vacant School Principal and Head Teacher positions in the elementary level shall be held on the schedule hereto attached

Position	Item Number
School Principal IV	SP4-150021-2018
School Principal III	SP3-150011-2016
	SP3-150028-2021
School Principal II	SP2-150024-2012
	SP2-150064-2011
	SP2-150272-2010
	SP3-150034-2012
Head Teacher III	HTEACH3-150083-2023
	HTEACH3-150019-2022
Head Teacher II	HTEACH2-150016-1998
	HTEACH2-150004-2020
Head Teacher I	HTEACH1-150026-2024

2. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the said positions.
3. SDO Bulacan provides equal opportunity to all applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.



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4. The Preferred Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
School Principal IV/SG-22	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units + 6 units of Management	3 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal III/SG-22	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units + 6 units of Management	2 yrs as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II/SG-22	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)
Head Teacher III/SG-16	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units	HT for 2 yrs; or TIC for 2 yrs; or Teacher for 5 yrs	24 hrs for relevant training	RA 1080 (Teacher)
Head Teacher II/SG-15	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units	HT for 1 yr; or TIC for 1 yr; or Teacher for 4 yrs	24 hrs for relevant training	RA 1080 (Teacher)
Head Teacher I/SG-14	Bachelor's degree in Elementary Education or Bachelor's Degree with 18 professional education units	TIC for 1 year or Teacher for 3 yrs	24 hrs for relevant training	RA 1080 (Teacher)



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5. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing procedures.
6. Wide dissemination of this Memorandum is desired.

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

April 29, 2025  
HRMPSB



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Enclosure to the Division Memorandum No. <sup>218</sup>, s. 2025

Date and Time	Activity
On or before May 15, 2025	Submission of the notarized Checklist of Requirements to the Records Unit
May 15, 2025	Initial Evaluation of the documents Based on <b>DepEd Order No. 7, s. 2023</b>  Emailing of applicants
May 20, 2025	Preliminaries  Evaluation of documents  Oral Interview  Written Examination
May 21, 2025	Submission of CAR to SDS

**CHECKLIST OF REQUIREMENTS**

**Name of Applicant:** \_\_\_\_\_ **Application Code:** \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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/or 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 consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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 authenticated so as to be usable for subsequent reference.