



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

DIVISION MEMORANDUM

No. 227 s. 2025

**RANKING FOR VACANT SECURITY GUARD I POSITION  
OF SAN RAFAEL NATIONAL TRADE SCHOOL**

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

1. This is to announce that School Open Ranking for vacant Security Guard I position in San Rafael National Trade School shall be held on May 20, 2025 9:00 am at San Rafael NTS.

Security Guard I - OSEC-DECSB-SECG1-150030-1998

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancy for the said position.
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 positions are as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Security Guard I SG-03	High School Graduate	None required	None required	Security Guard License (MC 30, s. 1997-Cat.IV)

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

Chairperson : Mr. Francisco B. Macale  
Division Education Program Supervisor  
Members : School Principal where the vacancy exists  
Head Teacher



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Faculty Prersident  
Representative from employee's association

Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents shall be based on DepEd Order No. 07, s. 2023. Interested and qualified applicants shall submit the Notarized Checklist of requirements.
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

May 05, 2025  
HRMPSB



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Enclosure to Division Memorandum No. 21/s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
May 16, 2025	Deadline of Submission of applications	School Secretariat
May 19, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
May 19, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
May 20, 2025	Evaluation and documents  Demonstrations	HRMPSB Sub-Committee
May 21, 2025	Submission the CAR Result to the SDS	Secretariat