



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

**DIVISION MEMORANDUM**

No. 253 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION  
OF MINUYAN NATIONAL HIGH SCHOOL**

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

1. This is to announce that Open Ranking for the following vacant position in Minuyan NHS shall be held on June 10, 2025, 9:00am at Minuyan NHS.

Administrative Assistant II (SHS) - ADAS2-150132-2016  
Administrative Assistant II (Loan Verifier) - ADAS2-150268-2018

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant positions 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 relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

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

Chairperson : Mr. Francisco B. Macale  
EPS, Division Representative



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- Members** : School Principal where the vacancy exists  
One (1) Head Teacher  
Representative of accredited union/association
- Secretariat** : Administrative Officer II or Administrative Assistant

6. The evaluation of documents shall be based on DepEd 007, s. 2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements on or before June 2, 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

May 20, 2025  
HRMPSB



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Enclosure to Division Memorandum No. s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
June 02, 2025	Deadline of Submission of applications	School Secretariat
June 03, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
June 03, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
June 10, 2025	Evaluation and documents	HRMPSB Sub-Committee
June 11, 2025	Submission the CAR Result to the SDS	Secretariat