



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

DIVISION MEMORANDUM

No. 262 s. 2025

**RANKING FOR VACANT TEACHER III, ADMINISTRATIVE OFFICER II AND  
ADMINISTRATIVE ASSISTANT II POSITIONS  
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 Open Ranking for the following vacant positions in San Rafael NTS shall be held on June 09, 2025, 9:00am at San Rafael NTS.

Teacher III - TCH3-150685-2019  
Administrative Officer II - ADOF2-150058-2016  
Administrative Assistant II (SHS) - ADAS2-150143-2016

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 positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
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)
<b>Performance Requirements:</b> <b>At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory</b>				
Administrative Officer II SG-11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Eligibility

Address: Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Website: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)

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Administrative Assistant II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility
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5. The HRMPSB Sub-Committee shall be composed of the following:

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

Members : School Principal where the vacancy exists  
One (1) Head Teacher  
Representative of accredited union/association

Assessors : Assessors of San Rafael

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 04, 2025.

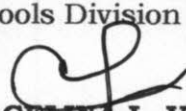
7. The Schools Division HRMPSB must be furnished with the following:

- Comparative Assessment Result signed by the HRMPSB Sub-Committee
- Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
- Complete documents of the applicants used in the evaluation
- 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.

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

  
**MARIA CELINA L. VEGA, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

May 22, 2025  
HRMPSB



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Enclosure to Division Memorandum No. 262s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
June 04, 2025	Deadline of Submission of applications	School Secretariat
June 05, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
June 05, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
June 09, 2025	Evaluation and documents	HRMPSB Sub-Committee
June 10, 2025	Submission the CAR Result to the SDS	Secretariat