



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

DIVISION MEMORANDUM

No. 298 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION  
OF SAN MIGUEL SOUTH DISTRICT**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisor  
HRMPSB Members  
Elementary and Secondary Principals/OICs  
All Others Concerned

1. This is to announce that Open Ranking for the vacant Administrative Assistant III (Bookkeeper) position in San Miguel South District shall be held on July 08, 2025, 9:00am at San Miguel Elementary School.

Item Number: ADAS3-150164-2017

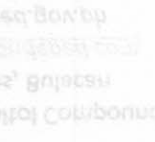
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the said vacancy.
3. SDO Bulacan provides equal employment opportunity to all qualified applicants for the position who meet the Qualification Standards (QS) regardless of their gender, age, civil status, disability religion, ethnicity or political affiliations.
4. The Qualification Standards (QS) for the position is as follows:

Position Title/Salary Grade	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Administrative Assistant III (Bookkeeper) SG-09	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 : Public Schools District Supervisor

Members : Mr. Francisco B. Macale  
Central Principal  
Representative of employees association  
Faculty President



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Secretariat : Administrative Officer II

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 July 03, 2025.

10. The 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

11. The HRMPSB must furnish the SDS with the copy of the result and should post in three (3) conspicuous places.

12. Wide dissemination of this Memorandum is desired.

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

June 23, 2025  
HRMPSB

JUNE 13 2025  
In Bulacan

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

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