

Republic of the Philippines

Department of Education a publicular popular REGION III

SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM 298 s. 2025

RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION OF SAN MIGU EL SOUTH DISTRICT

To: Assistant Schools Division Superintendent Public Schools District Supervisor HRMPSB Members to the District Supervisor of Culguinto, this Schools 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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City of Malolos Bulacan

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Secretariat : Administrative Officer II

- 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:
 - 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
- 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

> respectually forwarded to the Regional Director, Deplied Region III, the bereit request for transfer of AGNES M. SEIFNEZHAD, CPA, Accountant III, this Schools Division, to Finance Section, that Office.

> > June 13, 2025

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Enclosure to Division Memorandum No. s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge	
July 03, 2025	Deadline of Submission of applications	School Secretariat	
July 04, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee	
July 08, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat	
July 08, 2025	Evaluation and documents	HRMPSB Sub-Committee	
July 10, 2025	Submission the CAR Result to the SDS	Secretariat	

RORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent /

accommodated.

It is requested that this Office be informed on whether Ms. Seifnezhad ean be

Respectfully forwarded to the Regional Director, DepEd Region III, the herein request for transfer of AGNES M. SEIFNEZHAD, CPA, Accountant III, this Schools Division, to Finance Section, that Office.

> In Endorsement June 13, 2025

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