



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

DIVISION MEMORANDUM
No. 310 s. 2025

**NOTICE OF VACANCY AND SCHEDULE OF NON-TEACHING AND RELATED
TEACHING IN THE SCHOOLS DIVISION OF BULACAN**

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
HRMPSB Members
Secondary and Elementary School Principals/OICs
All Others Concerned

1. This is to announce that the Division Open Ranking for the following vacant positions, this Schools Division, shall be conducted on the schedule hereto attached:

Two (2) Public Schools District Supervisor
One (1) Education Program Supervisor (LRMDS)
One (1) Accountant III
One (1) Administrative Officer V (HRMO III)
One (1) Education Program Specialist II (ALS)
One (1) Program Development Officer I (SHS)
Four (4) Administrative Assistant III
One (1) Administrative Aide VI

2. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the said positions.
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. Enclosures to this activity are hereto attached for reference:
 - a. Schedule of activities
 - b. CSC approved Qualification Standards
 - c. Special HRMPSB composition



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5. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules.
6. Wide dissemination of this Memorandum is desired.


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

June 30, 2025
HRMPSB



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Enclosure No. 2 to the Division Memorandum No. ³¹⁰ s. 2025

Qualification Standards for the vacant positions

Position/Salary Grade	Education	Experience	Training	Eligibility
Education Program Supervisor/SG-22	Master's degree in Education or other relevant Master's degree with a specific area of specialization	Two years as Principal or Two years as Head Teacher or two years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
Public Schools District Supervisor/SG-22	Master's Degree In Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Accountant III, SG-19	Bachelor's degree in Commerce/Business Administration major in Accounting	Two years of relevant experience	8 hours of relevant training	RA 080 (CPA)
Administrative Officer V (HRMO III)	Bachelor's degree relevant to the job	Two years of relevant experience	8 hours relevant training	Career Service Professional Appropriate Eligibility for Second Level
Education Program Specialist II (ALS), SG-16	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher) Career Service Professional Appropriate Eligibility for Second Level



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Project Development Officer I, SG-11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional Appropriate Eligibility for Second Level
Administrative Assistant III, SG-09 (Secretary II)	Complete two years studies in college	One year relevant experience	Four hours of relevant training	CSC eligibility for first level
Administrative Aide VI, SG-06	Complete two years studies in college	One year relevant experience	Four hours of relevant training	CSC eligibility for first level

1. List of expenses		
2. Receipts/proof of payment (original copy)		
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Enclosure No. 1 to the Division Memorandum No. ²¹⁰ s. 2025

Schedule of activities

Date and Time	Activity
On or before July 11, 2025	Submission of the notarized Checklist of Requirements to the Records Unit
July 14, 2025	Initial Evaluation of the documents Based on DepEd Order No. 7, s. 2023
	Emailing of applicants
July 17, 2025	Preliminaries
	Evaluation of documents
	Oral Interview
	Written Examination
July 18, 2025	Deliberation of HRMPSB
July 21, 2025	Submission of the CAR to the SDS



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Enclosure No. 3 to the Division Memorandum No. 310 s. 2025

Special HRMPSB for this activity shall be composed of the following:

Chairperson : MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent

Members : RAINELDA M. BLANCO, PHD
SGOD Chief

CECILIA S. CUSTODIO, PhD
CID Chief

VICTORIA O. MADRIGAL
OIC, Office of the Administrative Officer V

LORADEL B. PASCO
OIC, Office of the Administrative Officer IV

DANIEL V. ORTEGA, EdD
PSDS, President of PASSPA

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant. Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	h. Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.