



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

DIVISION MEMORANDUM

No. 326 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II POSITION
OF SHS WITHIN LUIS GRAVADOR ES**

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 SHS within Luis Gravador ES shall be held on July 16, 2025, 9:00 am at SHS within Luis Gravador ES.

Administrative Assistant II (SHS) - ADAS2-150122-2016

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant position 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 July 11, 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 ✓

July 03, 2025
HRMPSB



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Enclosure to Division Memorandum No. ³²⁶ s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
July 11, 2025	Deadline of Submission of applications	School Secretariat
July 14, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
July 14, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
July 16, 2025	Evaluation and documents	HRMPSB Sub-Committee
July 18, 2025	Submission the CAR Result to the SDS	Secretariat