



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

DIVISION MEMORANDUM

No. 335 s. 2025

**DIVISION OPEN RANKING FOR THE VACANT ADMINISTRATIVE OFFICER II
IN THE ELEMENTARY LEVEL**

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

1. This is to announce that an open ranking of qualified applicants for the vacant Administrative Officer II positions to be deployed in various elementary schools shall be conducted on the schedule hereto attached.
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 opportunity to all applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
4. The Preferred Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grace	Education	Experience	Training	Eligibility
Administrative Officer II, SG- 11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)

5. The evaluation of documents shall be based on DepEd Order 7, s. 2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements through the Records Unit on or before July 18, 2025.



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6. Applicants in the previously conducted ranking for Administrative Officer II may join and submit letter signifying their intention to retain their scores.
7. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budget and auditing procedures.
8. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

July 7, 2025
HRMPSB



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Enclosure to Division Memorandum No. ³³⁵ s. 2025

Schedule of Activities

Date	Activity
July 18, 2025	Deadline of Submission of applications (Notarized Checklist of Requirements)
July 21, 2025	Initial evaluation based on the Qualification Standards
July 22, 2025	Posting of qualified applicants in three (3) conspicuous places
July 25, 2025	Evaluation and documents based on DepEd Order No. 07, 2023 Oral and written examination
July 29, 2025	Submission the CAR Result to the SDS

CHECKLIST OF REQUIREMENTS

Annex C

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. 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.