



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

DIVISION MEMORANDUM

No. 346 s. 2025

**RANKING FOR VACANT TEACHER II AND ADMINISTRATIVE ASSISTANT II
POSITIONS AFG BERNARDINO MTS**

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 positions in AFG Bernardino MTS shall be held on July 29, 2025, 9:00am at AFG Bernardino MTS.

Teacher II (JHS-MAPEH) - TCH2-150385-2015
Administrative Assistant II (Disbursing) - ADAS2-150004-2009

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacant positions 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 positions are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Teacher II/SG-12	Bachelor in Secondary Education or Bachelor's degree with 18 professional units in Education with appropriate major	1 year of relevant experience	None required	RA 1080 (Teacher)
Performance Requirements: At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory				
Administrative Assistant II SG-08 (Disbursing)	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility



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5. The HRMPSB Sub-Committee shall be composed of the following:

- Chairperson : Mr. Francisco B. Macale
EPS, Division Representative
- Members : School Principal where the vacancy exists
One (1) Head Teacher
Representative of accredited union/association
- Assessors : Assessors of Marilao
- Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of documents shall be based on DepEd Order 20, 2024 for Teacher II and DepEd 007, s. 2023 for Administrative Assistant II. Interested and qualified applicants shall submit the notarized Checklist of Requirements on or before July 25, 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 14, 2025
HRMPSB



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Enclosure to Division Memorandum No. ³⁴⁶s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
July 25, 2025	Deadline of Submission of applications	School Secretariat
July 28, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
July 28, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
July 29, 2025	Evaluation and documents Demonstration Skills (Teaching)	HRMPSB Sub-Committee
July 31, 2025	Submission the CAR Result to the SDS	Secretariat