



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

DIVISION MEMORANDUM

No. 363 s. 2025

**SCHOOL RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II (SHS)
POSITION OF MARONQUILLO NATIONAL HIGH SCHOOL**

To: Public Schools District Supervisor
HRMPSB Members
School Principals/OICs
All Others Concerned

1. This is to announce that School Open Ranking for the vacant Administrative Assistant II position in Maronquillo NHS shall be held on August 01, 2025, 9:00 am at Maronquillo NHS.
2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up 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 II (SHS) SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

5. The School HRMPSB shall be composed of the following:

Chairperson : Mr. Francisco B. Macale

Members : School Principal
One (1) Head Teacher
Faculty President
Representative from employees' association

Secretariat : Administrative Officer II or Administrative Assistant



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6. The evaluation of original documents shall be based on DepEd Order No. 07, s. 2023 for Administrative Assistant II. Interested and qualified applicants shall submit the following documentary requirements on or before July 29, 2025.
7. The Schools Division Superintendent must be furnished with the following:
 - Comparative Assessment Result (School HRMPSB)
 - Comparative Assessment Result (to be signed by the Division HRMPSB and approved by the Schools Division Superintendent)
 - Complete documents of the applicants used in the evaluation
 - Minutes of the ranking
8. The Comparative Assessment Result should be posted in three (3) conspicuous places.
9. Wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN EdD, CESO V
Schools Division Superintendent

July 21, 2025
HRMPSB



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Enclosure to Division Memorandum No. ³⁶³ s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
July 29, 2025	Deadline of Submission of applications	School Secretariat
July 30, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
July 30, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
August 01, 2025	Evaluation and documents	HRMPSB Sub-Committee
August 04, 2025	Submission the CAR Result to the SDS	Secretariat