



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

DIVISION MEMORANDUM

No. 369 s. 2025

RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) POSITION OF SAN RAFAEL WEST DISTRICT

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

1. This is to announce that School Open Ranking for one (1) vacant Administrative Assistant II (Disbursing Officer) position in San Rafael West District shall be held on August 14, 2025, 9:00am at Maguinao Elementary School.

Item Number: OSEC-DECSB-ADAS2-150179-2017

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up the 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 (Disbursing Officer) 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 : Public Schools District Supervisor

Members : Mr. Francisco B. Macale
Central School Principal
One (1) Head Teacher

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Representative of employees association

Secretariat : Administrative Officer II (Central School)


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 August 12, 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 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 30, 2025
HRMPSB



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Enclosure to Division Memorandum No. ³⁶⁹s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
August 12, 2025	Deadline of Submission of applications	School Secretariat
August 13, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
August 13, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
August 14, 2025	Evaluation and documents	HRMPSB Sub-Committee
August 18, 2025	Submission the CAR Result to the SDS	Secretariat