



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

DIVISION MEMORANDUM

No. 400 s. 2025

**RANKING FOR VACANT NON-TEACHING POSITIONS  
OF SAN MIGUEL NATIONAL HIGH SCHOOL**

To: Assistant Schools Division Superintendent  
Education Program Supervisors  
HRMPSB Members  
School Principals/OICs  
All Others Concerned

1. This is to announce that School Open Ranking for the following vacant non-teaching positions in San Miguel National High School shall be held on August 28, 2025 9:00 am at San Miguel NHS.

Position	Item Number
Registrar	R1-150054-2016
Administrative Aide III	ADA3-150134-2004

2. The said school open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for the said position.
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 Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
Registrar I, SG-11	Bachelor's degree	None required	None required	CSC Professional (2 <sup>nd</sup> level Eligibility)
Administrative Aide III, SG-03	Completion of two years in college	None required	None required	Career Service (Sub Professional) First Level Eligibility



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

- Chairperson : Mr. Francisco B. Macale  
Division Education Program Supervisor
- Members : School Principal where the vacancy exists  
Head Teacher  
Faculty Prersident  
Representative from employee's association
- Secretariat : Administrative Officer II or Administrative Assistant

6. The evaluation of original documents shall be based on DepEd Order No. 07, s. 2023. Interested and qualified applicants shall submit the Notarized Checklist of requirements on or before August 22, 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 ✓

August 11, 2025  
HRMPSB



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Enclosure to Division Memorandum No.     s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
August 22, 2025	Deadline of Submission of applications	School Secretariat
August 26, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
August 26, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
August 28, 2025	Evaluation and documents	HRMPSB Sub-Committee
September 01, 2025	Submission the CAR Result to the SDS	Secretariat