



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

DIVISION MEMORANDUM

No. 453 s. 2025

RANKING FOR VACANT ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) POSITION OF ANGAT 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 one (1) vacant Administrative Assistant II (Disbursing Officer) position in Angat NHS shall be held on September 30, 2025, 9:00am at Angat NHS.

Item Number: OSEC-DECSB-ADAS2-150015-2014

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 : School Principal
Master Teacher
Representative of employees association
Faculty President

Secretariat : Administrative Officer II (Central School)



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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 September 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 Comparative Assessment Result should be posted in three (3) conspicuous places.

9. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD ✓
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

September 12, 2025
HRMPSB



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Enclosure to Division Memorandum No. 433s. 2025

Schedule of Activities

| Date | Activity | Personnel In-Charge |
|--------------------|---|----------------------|
| September 25, 2025 | Deadline of Submission of applications | School Secretariat |
| September 26, 2025 | Initial evaluation based on the Qualification Standards | HRMPSB Sub-Committee |
| September 29, 2025 | Posting of qualified applicants in three (3) conspicuous places | Secretariat |
| September 30, 2025 | Evaluation and documents | HRMPSB Sub-Committee |
| October 02, 2025 | Submission the CAR Result to the SDS | Secretariat |

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