



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

DIVISION MEMORANDUM

No. 455 s. 2025

**RANKING FOR VACANT TEACHING AND NON-TEACHING POSITIONS IN THE
DISTRICT OF SAN MIGUEL CENTRAL**

To: Public Schools District Supervisor
Education Program Supervisors
HRMPSB Members
Elementary and Secondary School Principals/OICs
All Others Concerned

1. This is to announce that District Open Ranking for the following vacant teaching and non-teaching positions in San Miguel Central District shall be held on September 30, 2025, 9:00 am at Salacot Elementary School:

Position	Item Numbers
Teacher III	TCH3-150352-2005
Teacher II	TCH2-152445-2017
Administrative Assistant II	ADAS2-150172-2017

2. The said district open ranking aims to provide a pool of qualified applicants needed in filling up vacancies in the said district.

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 III, SG-13	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	2 years teaching experience	16 hours of training in any of or a cumulative of the ff: Curriculum,. Pedagogy, Subject Specialization	RA 1080 (Teacher)



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			acquired within the last 5 years	
Performance Requirements: At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory				
Teacher II/SG-12	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the ff: Curriculum,, Pedagogy, Subject Specialization acquired within the last 5 years	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-8 (Disbursing Officer)	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

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

Chairperson : Public Schools District Supervisor
Members : Central Principal
School Principal where the vacancy exists
Representative for employees' association
Faculty President

Assessors : Assessors of San Miguel District

Secretariat : Administrative Officer II (Central School)

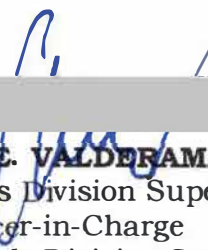
6. The evaluation of documents shall be based on DepEd Order Nos. 20, s. 2024 and 19, s. 2025 for teaching and DepEd Order 07, s. 2023 for non-teaching. Interested and qualified applicants shall submit the notarized Checklist of requirements on or before September 25, 2025.

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)



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- 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 in three (3) conspicuous places.
9. Wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD ✓
Asst. 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. **455**. 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 Demonstrations	HRMPSB Sub-Committee
October 01, 2025	Submission the CAR Result to the SDS	Secretariat