



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

DIVISION MEMORANDUM

No. 484 s. 2025

**RANKING AND PLACEMENT FOR VACANT TEACHING AND NON-TEACHING  
POSITIONS IN THE SECONDARY LEVEL**

To: Asst. Schools Division Superintendent  
Education Program Supervisors  
HRMPSB Members  
Secondary Principals/OICs  
All Others Concerned

1. This is to announce that Open Ranking for the various vacant positions in the secondary level, this Schools Division, shall be held on the schedule hereto attached.
2. The Qualification Standards (QS) for the positions based on DepEd Order Nos. 20, s. 2024, 19, s. 2025 and 24, s. 2025 for teaching and DepEd Order No. 07, s. 2023 for non-teaching 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 acquired within the last 5 years	RA 1080 (Teacher)
<i>Performance Requirements:</i> <b>At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory</b>				
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)
<i>Performance Requirements:</i> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				



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Teacher III/SG-13 (Academic)	<p>Bachelor's degree relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 units towards Master's degree in relevant strand/subject plus 18 professional units in Education</p> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 12 units towards Master's degree in the relevant strand/subject</p>	2 years experience in teaching or industry work in relevant strand/subject	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)
<b>Performance Requirements:</b> <b>At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory</b>				
Teacher II/SG-12(Academic)	<p>Bachelor's degree relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 6 units towards Master's degree in relevant strand/subject plus 18 professional units in Education</p> <p>Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least</p>	2 years experience in teaching or industry work in relevant strand/subject	16 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)



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	6 units towards Master's degree in the relevant strand/subject			
<b>Performance Requirements:</b> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				
Teacher II/SG-12 (TVL IVC))	Bachelor's degree relevant to the area of specialization plus 18 professional units in Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education  Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational	1 year experience in teaching or industry experience in relevant strand/area of specialization	National Certificate (NC) II and Trainer's Methodology Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	RA 1080 (Teacher)
<b>Performance Requirements:</b> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				
Registrar, SG-11	Bachelor's degree	None	None	Career Service Professional Eligibility
Administrative Assistant III, SG-09 (Bookkeeper)	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility
Administrative Assistant II, SG-08	Completion of two years in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility
Farm Worker	Elementary School Graduate	None required	None required	None required (MC)



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

<b>Sub-Committee Members</b>	<b>Personnel In-Charge</b>	<b>Responsibility</b>
Chairperson	School Principal where the vacancy exists	<ul style="list-style-type: none"> <li>• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat</li> <li>• Assessment of all documents submitted based on the criteria for specific position</li> <li>• Evaluation of Experience, Education, Training of the applicants' documents (DO 20.s.2024, DO 24.s.2025 and DO 7.s.2023 for non-teaching applicants.</li> <li>• Submit to the Division HRMPSB duly signed Comparative Assessment Result(CAR) using prescribed forms</li> </ul>
	PSDS for Secondary (overseer)	
Members:	School Principal where the vacancy exists One (1) Master Teacher Faculty President Representative from employees' association Education Program Supervisor- Provisional member (area of specialization)	
Assessors <i>* The designated assessors shall comply or meet the qualifications based on DO 24, s. 2025</i>	Designated Assessors	<ul style="list-style-type: none"> <li>• Demonstration Teaching/Classroom Observable (COIS)</li> <li>• NCOIS</li> <li>• Submit the duly signed result of assessment using the prescribed forms</li> </ul>
Secretariat	Administrative Officer II or Administrative Assistant II	<ul style="list-style-type: none"> <li>• Emailing notice of qualification/disqualification using prescribed forms</li> <li>• Notifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for ranking</li> <li>• Submission of Comparative Assessment Result (CAR) to Division HRMPSB</li> </ul>





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***\* The members of the HRMPSB Sub committee should prioritize the conduct of the ranking to ensure timely filling up of vacant positions. Replacement is not allowed except for inevitable circumstances but with approval of the Division HRMPSB Chair***

4. The evaluation of documents shall be based on DepEd Nos. 20, s. 2024, 19, s. 2025 and 24, s. 2025. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before October 08, 2025.
5. The HRMPSB Sub Committee through its secretariat shall submit the following to the Division HRMPSB.
  - 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
6. The original final copy of the CAR completely signed by the Division HRMPSB must be submitted to the Office of the Appointing Authority for approval and likewise, must be posted in three (3) conspicuous places for transparency.
7. The said district open ranking aims to provide a pool of qualified applicants needed in filling up vacancies.
8. 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.
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 30, 2025  
HRMPSB



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan

**Website:** <https://bulacandeped.com>

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Schedule of Activities

Date	Activity	Personnel In-Charge
October 9, 2025	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
October 10, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
October 11, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
October 15, 2025	Evaluation and documents  Demonstrations	HRMPSB Sub-Committee
October 17, 2025	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat



**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
City of Malolos, Bulacan  
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School	Position	Item Number	Publication Date
<b>Junior High School</b>			
Dampol 2 <sup>nd</sup> NHS	Teacher II	TCH2-150173-2010	8/11/2025
Doña Candelaria Meneses NHS	Teacher III	TCH3-151163-2019	9/3/2025
Doña Candelaria Meneses NHS	Teacher III	TCH3-151129-2018	9/30/2025
FVR NHS	Teacher III	TCH3-152654-2019	9/23/2025
Iba National HS	Teacher III	TCH3-153043-2018	9/30/2025
Sta. Lucia NHS	Teacher II	TCH2-150093-2005	9/23/2025
Bajet Castillo HS	Teacher II	TCH2-150260-2015	9/23/2025
Bajet Castillo HS	Teacher III	TCH3-150726-2014	8/11/2025
Sta. Peregrina HS	Teacher III	TCH3-150234-2025	7/29/2025
Sta. Peregrina HS	Teacher II	TCH2-152340-2022	7/8/2025
Sta. Monica NHS	Teacher III	TCH3-152004-2019	7/8/2025
Minuyan NHS	Teacher III	TCH3-150115-2013	7/8/2025
Minuyan NHS	Teacher II	TCH2-150118-2013	9/23/2025
Minuyan NHS	Teacher II	TCH2-152251-2016	9/23/2025
Prenza NHS	Teacher II	TCH2-155904-1998	9/23/2025
Jaime Vistan HS	Teacher III	TCH3-153233-2016	7/10/2025
Dr. Felipe de Jesus HS	Teacher III	TCH3-151925-2018	9/30/2025
Dr. Felipe de Jesus HS	Teacher III	TCH3-152634-2019	8/19/2025
Jose J. Mariano HS	Teacher III	TCH3-153040-2018	8/19/2025
Jose J. Mariano HS	Teacher II	TCH2-150093-2007	7/10/2025



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Lydia Villangca TS	Teacher III	TCH3-152019-2019	9/23/2025
Laura de Leon Halili HS	Teacher III	TCH3-150876-2014	9/12/2025
Lolomboy NHS	Teacher II	TCH2-150990-2019	9/23/2025
Lolomboy NHS	Teacher II	TCH2-150154-2008	9/23/2025
Ramona S. Trillana MHS	Teacher III	TCH3-151941-2018	9/23/2025
Ramona S. Trillana MHS	Teacher III	TCH3-152859-2019	9/23/2025
Ramona S. Trillana MHS	Teacher II	TCH2-150181-2005	9/23/2025
Ramona S. Trillana MHS	Teacher II	TCH2-150753-2019	9/23/2025
San Ildefonso NHS	Teacher III	TCH3-150529-2025	8/19/2025
San Pedro NHS	Teacher III	TCH3-151542-2022	9/23/2025
FF Halili NAS	Teacher II	TCH2-150227-2010	9/3/2025
FF Halili NAS	Teacher III	TCH3-151994-2019	9/3/2025
Virginia Ramirez NHS	Teacher III	TCH3-152003-2023	9/3/2025
Sta. Lucia NHS	Teacher II	TCH2-150093-2025	9/23/2025
<b>Senior High School</b>			
Laura de Leon Halili HS	Teacher II	TCH2-150596-2021	9/30/2025
Bunsuran NHS-SHS	Teacher II (Stem 3A)	TCH2-150664-2023	8/11/2025
Caniogan NHS	Teacher II (TVL 4D)	TCH2-150704-2017	9/23/2025
Caniogan NHS	Teacher II(ABM)	TCH2-150702-2022	9/23/2025
Cambaog NHS	Teacher II (TVL 4D)	TCH2-150575-2017	9/23/2025
Cambaog NHS	Teacher III (HUMSS 1A)	TCH2-150577-2017	9/23/2025
Calumpit NHS	Teacher II (Academic)	TCH2-150693-2023	9/23/2025
Calumpit NHS	Teacher II (TVL 4D)	TCH2-150512-2017	9/23/2025





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Dr. Pablito MHS	Teacher III (HUMSS 1A)	TCH3-152920-2019	9/12/2025
Engr. Virgilio Dionisio MHS (SHS)	Teacher II (STEM IIIA)	TCH2-150505-2020	9/2/2025
FF Halili SHS	Teacher III(Humss 1B)	TCH3-151265-2016	9/23/2025
Iba NHS (SHS)	Teacher II (Academic)	TCH2-152816-2017	7/10/2025
Calawitan HS (SHS)	Teacher III (HUMSS IA)	TCH3-150985-2020	9/12/2025
Calawitan HS (SHS)	Teacher II (STEM-III A)	TCH2-150604-2017	9/23/2025
Norzagaray NHS	Teacher II (TVL 4D)	TCH2-150762-2022	9/23/2025
Prenza NHS	Teacher III (HUMSS I-B)	TCH3-151239-2016	9/30/2025
Prenza NHS	Teacher III (STEM IIIB)	TCH3-151238-2016	9/30/2025
Akle HS (SHS)	Teacher II (Academic)	TCH2-150604-2023	8/29/2025
San Miguel National High School (SHS)	Teacher II	TCH2-151149-2016	9/23/2025
Vedasto R. Santiago High School (SHS)	Teacher III-(Humms 1D)	TCH3-151149-2016	9/23/2025
Iluminada Roxas Mendoza HS (SHS)	Teacher II (TVL IV-C)	TCH2-150587-2021	9/30/2025
Felizardo C. Lipana NHS (SHS)	Teacher II-(Humms 1A)	TCH3-151092-2016	9/23/2025
Felizardo C. Lipana NHS (SHS)	Teacher II (Academic)	TCH2-150573-2017	9/30/2025
Felizardo C. Lipana NHS (SHS)	Teacher II (STEM)	TCH2-150979-2016	6/23/2025
Felizardo C. Lipana NHS (SHS)	Teacher II (HUMSS I-B)	TCH2-150589-2021	9/23/2025
Felizardo C. Lipana NHS (SHS)	Teacher II (HUMSS I-B)	TCH2-150713-2023	9/23/2025
Bunsuran NHS (SHS)	Teacher II (Academic)	TH2-150702-2022	9/23/2025
Tiaong NHS	Teacher II (Academic)	TCH2-150578-2017	9/12/2025
FF Halili NAS (SHS)	Teacher II (Academic)	TCH3-150761-2022	8/11/2025
Virginia Ramirez SHS	Teacher II (TVL 4D)	TCH2-150758-2023	9/3/2025
Virginia Ramirez SHS	Teacher II (ABM)	TCH2-152765-2017	9/3/2025
Sta. Peregrina NHS	Teacher II (Stem 3B)	TCH2-150520-2017	9/12/2025



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Non-Teaching Positions			
Pulong Buhangin NHS	Registrar I	R1-150058-2016	8/11/2025
Akle HS	Administrative Assistant III (Bookkeeper)	ADAS3-150146-2017	9/30/2025
Prenza NHS	Administrative Assistant III (Bookkeeper)	ADAS3-150042-2004	9/30/2025
San Ildefonso NHS	Administrative Assistant II (Disbursing)	ADAS2-150016-2007	9/30/2025
FF Halili NAS	Farm Worker I	FAWK-150008-1998	5/26/2025
	Farm Worker I	FAWK-150004-1998	5/26/2025

*\*All other requests for ranking not included in this Memorandum shall be scheduled in the following month.*



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CHECKLIST OF REQUIREMENTS			Annex C.1
Name of Applicant: _____ Position Applied For: _____ Office: _____ Contact Number: _____ Religion: _____ Ethnicity: _____ Person with Disability: Yes [ ] No [ ] Solo Parent: Yes [ ] No [ ]		Application Code: _____	
Basic Documentary Requirement	Status of Submission (To be checked by the applicant Check if submitted)	Verification (To be filled out by the HCR/CRS/HR/HRM/HRM/HRM)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
b. Fully accomplished PDS with Work Experience Sheet (CR Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Good Record			
f. Photocopy of scholastic/academic record i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment for those applying for promotions			
i. Photocopy of certificate of relevant specialized training or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required performance ratings with at least Very Satisfactory rating. (Note: Submit at least three (3) performance ratings depending on the performance requirements per Item 23 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HCR/CRS for comparative assessment i.e., Portfolio or Memo of Verification (MOV) for the assessment of identified PFST SCOs			

Attested:

\_\_\_\_\_

Human Resource Management Officer

**ONKING'S SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_

Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Person Administering Oath

In accordance with Republic Act No. 10803 or the "Electronic Commerce Act of 2015", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and if before the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document is properly and reliably and can be sufficiently and proven to be authentic and reliable.