



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

DIVISION MEMORANDUM  
No. 424 s. 2025

**RANKING FOR VACANT ADMINISTRATIVE ASSISTANT III POSITION  
OF BULAKAN DISTRICT**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisor  
HRMPSB Members  
Elementary and Secondary Principals/OICs  
All Others Concerned

1. This is to announce that Open Ranking for the vacant Administrative Assistant III (Bookkeeper) position in Bulakan District shall be held on September 16, 2025, 9:00am at Gen. Gregorio del Pilar IS.

Item Number: ADAS3-150126-2014

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 III (Bookkeeper) SG-09	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 Principal  
Representative of employees association  
Faculty President



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Secretariat : Administrative Officer II

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 12, 2025.
10. The 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
11. The HRMPSB must furnish the SDS with the copy of the result and should post in three (3) conspicuous places.
12. 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 02, 2025  
HRMPSB



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Enclosure to Division Memorandum No. 424 s. 2025

**Schedule of Activities**

Date	Activity	Personnel In-Charge
September 12, 2025	Deadline of Submission of applications	School Secretariat
September 15, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
September 15, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
September 16, 2025	Evaluation and documents	HRMPSB Sub-Committee
September 18, 2025	Submission the CAR Result to the SDS	Secretariat