



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

DIVISION MEMORANDUM
No. 485 s. 2025

**RANKING AND PLACEMENT FOR VACANT TEACHER III, TEACHER II AND
ADMINISTRATIVE ASSISTANT III POSITIONS IN THE ELEMENTARY LEVEL**

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

1. This is to announce that Open Ranking for the various vacant positions, 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)
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:				



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At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory

Administrative Assistant III, SG-09	Completion of two years in college	1 year "relevant" experience	4 hours "relevant" training	Career Service Sub-Professional Eligibility
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3. The HRMPSB Sub-Committee shall be composed of the following:

Sub-Committee Members	Personnel In-Charge	Responsibility
Chairperson	Public School District Supervisor where vacancy exists	<ul style="list-style-type: none">• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat• Assessment of all documents submitted based on the criteria for specific position• 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.• Submit to the Division HRMPSB duly signed Comparative Assessment Result (CAR) using prescribed forms
Members:	School Principal where the vacancy exists One (1) Master Teacher Faculty President Representative from employees' association	
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">• Demonstration Teaching/Classroom Observable (COIS)• NCOIS• Submit the duly signed result of assessment using the prescribed forms
Secretariat	Administrative Officer II or Administrative Assistant II	<ul style="list-style-type: none">• Emailing notice of qualification/disqualification using prescribed forms• Notifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for ranking• Submission of Comparative Assessment Result (CAR) to Division HRMPSB



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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, 24, s. 2025 and DO 7.s.2023. 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



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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 13, 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
October 24, 2025	Notice of preparation of appointment	HRMO



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District	Position	Item Number	Publication Date
Angat	Teacher II	TCH2-150999-2019	9/23/2025
Angat	Teacher II	TCH2-150016-1998	9/23/2025
Balagtas	Teacher III	TCH3-150904-2022	9/23/2025
DRT	Teacher II	TCH2-150176-2022	8/11/2025
Guiguinto	Teacher III	TCH3-150197-2013	9/3/2025
Guiguinto	Teacher III	TCH3-151286-2019	7/10/2025
Guiguinto	Teacher III	TCH3-150197-2013	9/3/2025
Guiguinto	Teacher III	TCH3-150591-2017	8/19/2025
Guiguinto	Teacher II	TCH2-150004-2004	9/3/2025
Guiguinto	Teacher II	TCH2-150138-2015	9/3/2025
Guiguinto	Teacher II	TCH2-150126-2007	9/15/2025
Paombong	Teacher III	TCH3-150367-2001	7/21/2025
Paombong	Teacher III	TCH3-152315-1998	8/1/2025
Paombong	Teacher III	TCH3-152323-1998	8/19/2025
Paombong	Teacher III	TCH3-151575-1998	8/1/2025
Paombong	Teacher III	TCH3-150371-2002	9/3/2025
Paombong	Teacher II	TCH2-151758-1998	9/12/2025
Plaridel	Teacher III	TCH3-150272-1999	9/30/2025
Plaridel	Teacher II	TCH2-150099-2025	9/30/2025
San Rafael East	Teacher III	TCH3-151232-2018	9/30/2025
San Ildefonso South	Teacher III	TCH3-153225-2016	7/29/2025
San Ildefonso South	Teacher II	TCH2-150212-2005	6/10/2025
San Ildefonso North	Teacher II	TCH2-150572-1998	9/3/2025
San Miguel South	Teacher III	TCH3-150946-2017	8/11/2025
San Miguel South	Teacher II	TCH2-151838-1998	8/11/2025
Pandi South	Teacher III	TCH3-152259-2022	9/30/2025
Sta. Maria Central	Teacher II	TCH2-150176-2022	8/11/2025
Sta. Maria East	Teacher II	TCH2-150083-2020	7/8/2025
Sta. Maria East	Teacher II	TCH2-151902-1998	8/19/2025
Norzagaray East	Teacher III	TCH3-150235-2020	9/29/2025
Norzagaray West	Teacher III	TCH3-150683-2017	9/3/2025
San Miguel Central	Teacher III	TCH3-150352-2005	9/12/2025
Non- Teaching			
Paombong	Administrative Assistant III	ADAS3-150127-2014	8/1/2025

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



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

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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Enclosure to the Division Memorandum No. ⁴⁸⁵ S. 2025

CHECKLIST OF REQUIREMENTS			
Name of Applicant: _____ Application Code: _____		Annex C.1	
Position Applied For: _____			
Office: _____			
Contact Number: _____			
Religion: _____			
Ethnicity: _____			
Person with Disability: Yes [] No []			
Solo Parent: Yes [] No []			
Basic Documentary Requirement	Status of Submission (To be filled out by the applicant/Chair of submission)	Verification (To be filled out by the HUMAN RESOURCE OFFICE/submitting)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDO			
b. Fully accomplished FDs with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated Phil. License/ID			
e. Photocopy of Certificate of Good Standing			
f. Photocopy of academic/academic record B.A., 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 promotion)			
i. Photocopy of certificate/s of relevant specialized trainings 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 (Four: 90% or more) 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 HUMAN RESOURCE OFFICE for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOTs			

Attested:

Human Resource Management Officer

OCCUPATIONAL 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 compliance with Republic Act No. 10172 or the "Electronic Commerce Act of 2010", electronic documents shall have the legal effect, validity or enforceability to any other documents or legal writing and all parties to this document are deemed to be in writing, their signatures or mark by an electronic document is the best electronic document signature the integrity and authenticity and can be ascertained as to be the actual the subsequent document.