



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

DIVISION MEMORANDUM

No. **503** s. 2025

**ANNOUNCEMENT OF VACANCIES FOR VARIOUS POSITIONS
IN THE SCHOOLS DIVISION OFFICE PROPER**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
HRMPSB Members
Secondary/Elementary Principals/OICs
All Others Concerned

1. This is to announce that ranking for the following vacant positions in the Schools Division Office Proper shall be held on the schedule hereto attached:

Administrative Officer IV (Procurement)
Administrative Officer IV (HRMO)
Administrative Officer II (Procurement)
Administrative Assistant I (Budget)
Administrative Assistant II (Payroll)
Administrative Assistant II (Supply and Property)
Administrative Aide IV (Payroll)

2. SDO Bulacan preferred standard qualifications are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer IV, SG-15 (Procurement)	Bachelor's degree relevant to the job	2 years relevant experience in Procurement	8 hours relevant training in Procurement	Career Service Professional (Second Level Eligibility)
Administrative Officer IV, SG-15 (HR)	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service Professional (Second Level Eligibility)



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				Level Eligibility)
Administrative Officer II, SG-11	Bachelor's degree relevant to the job	1 year relevant experience in Procurement	4 hours relevant training	Career Service Professional (Second Level Eligibility)
Administrative Assistant I, SG-07 (Budget)	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)
Administrative Assistant II, SG-08 (Payroll and Supply)	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional (First Level Eligibility)
Administrative Aide IV, SG-04 (Payroll)	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)

3. Interested applicants to vacant positions shall submit the following documentary requirements to the Records Unit on or before October 20, 2025. No additional documents shall be accepted after the set deadline.
- Letter of intent addressed to the Head of Office
 - Duly accomplished Personal Data Sheet
 - Photocopy of Certificate of Eligibility
 - Photocopy of scholastic/academic records such as Transcript of Records/Diploma, including completion of graduate and post-graduate units/degrees
 - Photocopy of Certificate/s of Training



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- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
 - g. Photocopy of latest appointment, if applicable
 - h. Photocopy of Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission
 - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173
 - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience if Performance Rating is not relevant to the position to be filled.
4. 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
5. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.
6. Wide dissemination of this Memorandum is highly desired.


CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

October 08, 2025
HRMPSB



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Enclosure to the Division Memorandum No. s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
October 20, 2025	Submission of documents listed in Item No. 3 to the Records Unit	Applicants
October 21, 2025	Initial Evaluation of documents based on DepEd Order No. 7, s. 2023	HRMPSB
October 22, 2025	Emailing of qualified applicants	HRMPSB Secretariat
October 23, 2025	Evaluation of documents based on DO 7, s. 2024	HRMPSB
October 27, 2025	Submission of CAR to the SDS	HRMPSB Secretariat



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