



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

DIVISION MEMORANDUM

No. 522 s. 2025

**RANKING AND PLACEMENT FOR VARIOUS 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 in the Elementary, this Schools Division, shall be held on the schedule hereto attached.

- Master Teacher II-2
- Master Teacher I-5
- Administrative Officer II- and Project Development Officer I

2. The Civil Service Qualification Standards (QS) for the positions are as follows and the evaluation of documents shall be based on DepEd Order No. 20,s.2024 for teaching and DO 7.s:2023 for non-teaching.

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Master Teacher II/SG-19	Bachelor of Elementary Education or Bachelor's Degree plus 18 units in professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours of relevant training	RA 1080 (Teacher)

*Performance Requirements:*



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<b>At least 10 Highly Proficient COIs at Outstanding and At least 5 Highly Proficient NCOIs at Very Satisfactory; and 5 Highly Proficient NCOIS at Outstanding</b>				
Master Teacher I (Elementary) SG 18	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)
<b>Performance Requirements:</b> <b>21 Proficient COIs at Outstanding and 8 Proficient NCOIs at Very Satisfactory; and 8 Proficient NCOIS at Outstanding</b>				
<b>ADMINISTRATIVE OFFICER II</b>				
Administrative Officer II (SG-11)	Bachelor's degree relevant to the job	None required	None required	Career Service Professional 1 (Second Level Eligibility)
Project Development Officer I (SG-11)	Bachelor's degree relevant to the job	None required	None required	Career Service Professional 1 (Second Level Eligibility)

3. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before October 27, 2025.
4. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for Master Teacher, Administrative Officer II and Project Development Officer I positions in the said districts. No additional documents will be accepted after the scheduled date of the ranking procedure.
5. The concerned District Supervisor shall conduct an initial evaluation based on the qualification standards.



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6. 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.
7. Wide dissemination of this Memorandum is desired.

  
**CECILIA E. VALDERAMA, PhD**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

October 16, 2025  
HRMPSB



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Enclosure to the Division Memorandum No. <sup>522</sup>s. 2025  
**Schedule of Activities**

<b>MASTER TEACHERS II AND I</b>		
Date	Activity	Personnel In-Charge
October 27, 2025	Submission of notarized Omnibus Sworn Statement and copies of Performance Rating for three (3) consecutive rating periods for the assessment of performance requirements	Records Unit
October 29, 2025	Initial evaluation of the applicants' qualification based on DepEd Order No. 20,s. 2024 <ul style="list-style-type: none"><li>- Qualification Standards</li><li>- Performance Requirements</li></ul>	HRMO Division Assesor
November 5, 2025	Posting and emailing of qualified applicants	Division HRMPSB Secretariat
November 6, 2025	Classroom Observation and Portfolio Annotations	HRMPSB Sub-Committee where the vacancy exists
November 7, 2025	Evaluation of documents based on DepEd Order no.20, 2024 (3 <sup>rd</sup> Floor Conference Hall) SDO Bulacan Building	HRMPSB
November 10, 2025	Submission of CAR to the SDS	HRMPSB Secretariat
<b>ADMINISTRATIVE OFFICER II and PDO I (Elementary)</b>		
October 27, 2025	Submission of notarized Omnibus Sworn Statement and copies of Performance Rating (latest)	Records Unit
October 29, 2025	Initial evaluation of the applicants' qualification based on DepEd Order No. 7,s. 2023 <ul style="list-style-type: none"><li>- Qualification Standards</li></ul>	HRMO
November 5, 2025	Emailing of applicants	Division HRMPSB Secretariat
November 6, 2025	Evaluation of documents based on DepEd Order No.7, s.2023 3 <sup>rd</sup> Floor Conference Hall-SDO	HRMPSB



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November 10, 2025	Submission of CAR to the SDS	Secretariat
November 11-12 2025	Issuance of Advise	
November 19,2025	Submission of Appointment Documents	



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District	Position	Item Number	Publication Date
San Ildefonso South	Master Teacher II	MTCHR2-150052-2021	5/14/2025
Calumpit South	Master Teacher II	MTCHR2-150034-1999	4/30/2025
San Ildefonso South	Master Teacher I	MTCHR1-150254-1998	5/14/2025
Angat	Master Teacher I	MTCHR1-150329-2023	4/30/2025
Angat	Master Teacher I	MTCHR1-150062-2010	6/2/2025
San Rafael East	Master Teacher I	MTCHR1-150009-2005	5/14/2025
Pulilan	Master Teacher I	MTCHR1-150176-1998	6/19/2025
Sta. Maria Central	Master Teacher II	MTCHR2-150009-2017	

**ADMINISTRATIVE OFFICER II and PDO I -Elementary**

District	Position	Item Number	Publication Date
Elementary	Administrative Officer II	ADOF2-150533-2021	9/29/2025
Elementary	Administrative Officer II	ADOF2-150596-2022	9/29/2025
Elementary	Administrative Officer II	ADOF2-150384-2020	9/29/2025
Elementary	Administrative Officer II	ADOF2-150396-2020	9/29/2025
DRT	Project Development Officer I	PDO1-150134-2023	10/10/2025



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**Checklist of Requirements (Scan QR Code to Download)**



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