



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

DIVISION MEMORANDUM

No. 546 s. 2025

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

To: Asst. Schools Division Superintendent  
Education Program Supervisors  
HRMP SB 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 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)



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*Performance Requirements:*

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

Teacher III/SG-13 (Academic)	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  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	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)
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*Performance Requirements:*

**At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory**

Teacher II/SG-12(Academic)	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	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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	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 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>				
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



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Administrative Assistant II, SG-08	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:

<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>
Members:	PSDS for Secondary (overseer)  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></ul>



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		• 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, DO 24, s. 2025 and and DO 7.s 2023 Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before November 7, 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, CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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Enclosure to Division Memorandum No. **546**s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
November 7, 2025	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
November 11, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
November 12, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
November 13, 2025	Evaluation and documents  Demonstrations	HRMPSB Sub-Committee
November 17, 2025	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat



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School	Position	Item Number	Publication Date
<b>Junior High School</b>			
ENGR. VIRGILIO JHS	TEACHER III	TCH3-152349-2022	8/19/2025
STA. MONICA NHS	TEACHER III	TCH3-152004-2019	7/8/2025
BANGA HIGH SCHOOL	TEACHER III	TCH3-152803-2022	10/10/2025
CARLOS F. GONZALES HIGH SCHOOL	TEACHER III	TCH3-150776-2017	10/10/2025
PINALAGDAN HIGH SCHOOL	TEACHER III	TCH3-151957-2023	10/3/2025
SAN FRANCISCO XAVIER HIGH SCHOOL	TEACHER III	TCH3-152868-2022	10/3/2025
TALIPTIP NATIONAL HIGH SCHOOL - JHS	TEACHER III	TCH3-150336-2005	10/3/2025
TALIPTIP NATIONAL HIGH SCHOOL - JHS	TEACHER III	TCH3-150337-2005	10/3/2025
SAN MIGUEL NATIONAL HIGH SCHOOL	TEACHER III	TCH3-151782-2016	10/17/2025
SAN ILDEFONSO NATIONAL HIGH SCHOOL	TEACHER III	TCH3-150028-2014	10/17/2025
SAN ILDEFONSO NORTH DISTRICT	TEACHER III	TCH3-152363-1998	10/17/2025
ALEXIS G. SANTOS NHS	TEACHER III	TCH3-152322-2022	10/21/2025
MINUYAN NATIONAL HIGH SCHOOL	TEACHER III	TCH3-152328-2018	10/21/2025
STA. LUCIA HIGH SCHOOL	TEACHER II	TCH2-150093-2025	10/3/2025
BUNSURAN NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150664-2023	10/10/2025
TIAONG NATIONAL HIGH SCHOOL	TEACHER II	TCH2-151646-2016	10/3/2025
SAN PEDRO NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150706-2018	10/3/2025
CANIOGAN HIGH SCHOOL	TEACHER II	TCH2-150100-2013	10/3/2025
STA. PEREGRINA HIGH SCHOOL	TEACHER II	TCH2-150518-2017	10/10/2025
OBANDO NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150295-2010	10/10/2025
OBANDO NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150295-2018	10/10/2025
SAN ILDEFONSO NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150699-2017	10/10/2025
VEDASTO R. SANTIAGO HIGH SCHOOL	TEACHER II	TCH2-151981-2016	10/17/2025
SAN MIGUEL NATIONAL HIGH SCHOOL	TEACHER II	TCH2-150740-2019	10/17/2025



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SAN MIGUEL NATIONAL HIGH SCHOOL	TEACHER II	TCH2-152090-2016	10/17/2025
BALAGTAS NATIONAL AGRICULTURAL HS	TEACHER II	TCH2-151014-2016	10/21/2025
BALAGTAS NATIONAL AGRICULTURAL HS	TEACHER II	TCH2-152762-2017	10/21/2025
FELIZARDO C. LIPANA NATIONAL HIGH SCHOOL	TEACHER II	TCH2-152236-2017	10/21/2025
LOLOMBOY NHS	TEACHER II	TCH2-150990-2019	9/24/2025
LOLOMBOY NHS	TEACHER II	TCH2-150154-2008	9/24/2025
FVR NHS	TEACHER II	TCH2-151020-2018	5/26/2025
ENGR. VIRGILIO JHS	TEACHER III	TCH3-152349-2022	8/19/2025
STA. MONICA NHS	TEACHER III	TCH3-152004-2019	7/8/2025
BANGA HIGH SCHOOL	TEACHER III	TCH3-152803-2022	10/10/2025
<b>Senior High School</b>			
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151239-2016	10/3/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151238-2016	10/3/2025
FC LIPANA SHS	TEACHER II-Academic Track	TCH2-150573-2017	10/3/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150608-2021	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-TVL TRACK	TCH2-151142-2016	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150646-2017	10/21/2025
AGUINALDO J. SANTOS SHS	TEACHER II-Academic Track	TCH2-150620-2017	10/29/2025
ENGR. VIRGILIO SHS	TEACHER II-Academic Track	TCH2-150505-2020	10/29/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151239-2016	10/3/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151238-2016	10/3/2025
FC LIPANA SHS	TEACHER II-Academic Track	TCH2-150573-2017	10/3/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150608-2021	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-TVL TRACK	TCH2-151142-2016	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150646-2017	10/21/2025
AGUINALDO J. SANTOS SHS	TEACHER II-Academic Track	TCH2-150620-2017	10/29/2025
ENGR. VIRGILIO SHS	TEACHER II-Academic Track	TCH2-150505-2020	10/29/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151239-2016	10/3/2025



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PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151239-2016	10/3/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151238-2016	10/3/2025
FC LIPANA SHS	TEACHER II-Academic Track	TCH2-150573-2017	10/3/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150608-2021	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-TVL TRACK	TCH2-151142-2016	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150646-2017	10/21/2025
AGUINALDO J. SANTOS SHS	TEACHER II-Academic Track	TCH2-150620-2017	10/29/2025
ENGR. VIRGILIO SHS	TEACHER II-Academic Track	TCH2-150505-2020	10/29/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151239-2016	10/3/2025
PRENZA NATIONAL HIGH SCHOOL - SHS	TEACHER III-Academic Track	TCH3-151238-2016	10/3/2025
FC LIPANA SHS	TEACHER II-Academic Track	TCH2-150573-2017	10/3/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150608-2021	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-TVL TRACK	TCH2-151142-2016	10/21/2025
SAN MIGUEL NATIONAL HIGH SCHOOL-SHS	TEACHER II-Academic Track	TCH2-150646-2017	10/21/2025
AGUINALDO J. SANTOS SHS	TEACHER II-Academic Track	TCH2-150620-2017	10/29/2025
ENGR. VIRGILIO SHS	TEACHER II-Academic Track	TCH2-150505-2020	10/29/2025
<b>Non-Teaching Positions</b>			
PULONG BUHANGIN NATIONAL HIGH SCHOOL	Administrative Assistant III-Senior Bookkeeper	ADAS3-150048-2004	10/21/2025
PRES. DIOSDADO P. MACAPAGAL MEMORIAL HS - SHS	Administrative Assistant II	ADAS2-150132-2016	10/10/2025
Pres. Diosdado P. Macapagal Memorial High School	Administrative Assistant II	ADAS2-150239-2018	10/21/2025
PARTIDA NATIONAL HIGH SCHOOL	Administrative Assistant II	ADAS2-150122-2016	10/21/2025
ALEXIS G. SANTOS NHS	Administrative Assistant II	ADAS2-150235-2018	10/21/2025
ANGEL DEL ROSARIO HS	Administrative Assistant II	ADAS2-150155-2016	10/24/2025
IBA NHS	Administrative Assistant II	ADAS2-150257-2018	7/1/2025



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CHECKLIST OF REQUIREMENTS			
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 filled out by the applicant Check if submitted)	Verification (To be filled out by the OFFICER/Off. Sub-committee)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
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 PRC License/ID			
e. Photocopy of Certificate of Board Rating			
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 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. (Note: Submit at most three (3) performance ratings depending on the performance requirements per item 25 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 HRMPSD for comparative assessment (e.g., Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCII's)			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

**OMNIBUS 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 \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
Person Administering Oath

In conformity with Republic Act No. 8762 as the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other documents as long as they are: a) signed by the person whose name appears on the document; b) signed by an authorized person; c) signed by an authorized person; and d) signed by an authorized person.



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