



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

DIVISION MEMORANDUM

No. **577** s. 2025

**DIVISION OPEN RANKING FOR VACANT SPECIAL EDUCATION TEACHER
POSITIONS IN THE SECONDARY LEVEL**

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
HRMPSB Members
Secondary Principals/OICs
All Others Concerned

1. This is to announce that a division open ranking of qualified applicants for the Special Teacher I vacant positions in the Secondary Level shall be held on the schedule hereto attached.
2. The CSC Qualifications Standards (QS) for the position are as follows and the evaluation of documents shall be based on DepEd Nos. 20, s. 2024

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Special Education Teacher I- SG 14	Bachelor's degree in Education major in Special Education	None required	None required	Teacher (RA 1080)

3. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before November 24, 2025.
4. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies.
5. 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.
6. Enclosed to this Memorandum is the schedule of recruitment and selection.



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

Website: <https://bulacandeped.com>

Email: bulacan@depd.gov.ph



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7. Expenses to be incurred in this activity shall be charged against the Division MOOE subject to usual budgeting and auditing rules.
8. 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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Enclosure to Division Memorandum No. **577**s. 2025

Schedule of Activities

Date	Activity	Personnel In-Charge
November 26, 2025	Deadline of Submission of Checklist of Requirements and Omnibus Sworn Statement Note: No additional documents shall be accepted after the ranking process	Records Unit
November 28, 2025	Initial evaluation based on the Qualification Standards Emailing of applicants	HRMPSB Secretariat
December 2, 2025	Demonstration of Skills to be held at Bajet High School 9:00 am	Assesors; 1. Perlita G. Pagdananganan 2. Revelyn Maniego, PhD. 3. Nora Adriano
December 3, 2025	Assessment of documents based on DepEd Order No. 20,s.2024	HRMPSB
December 4, 2025	Submission of CAR to the SDS	Secretariat



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Enclosure to the Division Memorandum No. 77/s. 2025

CHECKLIST OF REQUIREMENTS			ANNEX C-I
Name of Applicant: _____		Application Code: _____	
Position Applied For: _____			
Office: _____			
Contact Number: _____			
Religion: _____			
Ethnicity: _____			
Person with Disability: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Solo Parent: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Basic Documentary Requirement	Status of Submission (To be filled out by the applicant Check if submitted)	Verification (To be filled out by the HRMS/HR Officer/sub-officer)	
		Status of Submission (Check if completed)	Remarks
a. Letter of intent addressed to the SDO			
b. Duty accomplished PDS 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, Teachers 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 HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCQIs			

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 compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability in any other document or legal writing and it is hereby the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be performed used or on its use for whatever reference.