



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

November 25, 2025

DIVISION MEMORANDUM
No. 579 s. 2025

**RANKING AND PLACEMENT FOR VACANT SCHOOL PRINCIPAL POSITIONS IN
THE ELEMENTARY LEVEL**

To : Asst. Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Public Schools District Supervisor
Elementary and Secondary Principals/OICs
All Others Concerned

1. This is to announce that Open Ranking for the School Principal vacant positions in the Elementary, this Schools Division, shall be held on the schedule hereto attached.
2. The Preferred Qualification Standards (QS) for the positions based on DepEd Order Nos. , 19, s. 2025 are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility
School Principal IV (SG 22)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)
School Principal III (SG 21)	Master's degree in Education, or Educational	5 years teaching experience and	40 hours of training in any of a cumulative	RA 1080, as amended (Teacher)



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	Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	3 years experience in school management and operations	of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	
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3. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before December 3, 2025.
4. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for School Principal positions in the said districts. No additional documents will be accepted after the scheduled date of the ranking procedure.
5. The concerned Public Schools District Supervisor conduct an initial evaluation based on the qualification standards.
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, CESO VI

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
On or before December 3, 2025	Submission of notarized Omnibus Sworn Statement and copies of Performance Rating (latest)	Records Unit
December 5, 2025	Initial evaluation of the applicants' qualification based on DepEd Order No. 7,s. 2023 - Qualification Standards	HRMO
December 9, 2025	Emailing of applicants	Division HRMPSB Secretariat
December 12, 2025	Evaluation of documents	HRMPSB
December 16, 2025	Submission of CAR to the SDS	Secretariat



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Position	Item Number	Publication Date
School Principal IV	SP4-150034-2018	11/21/2025
School Principal IV	SP4-150041-2017	11/21/2025
School Principal IV	SP4-150042-2017	11/21/2025
School Principal III	SP3-150040-2018	11/21/2025
School Principal III	SP3-150005-2022	11/21/2025
School Principal III	SP3-150062-2018	11/21/2025



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Annex C-1

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
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 Check if submitted)	Verification (To be filled out by the HRMSD/HR Office/sub-division)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
b. Duty 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 FPST NCOTs)			

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 as any other documents or legal writing and to induce the law requires a document to be in writing, this requirement is met by an electronic document if the said electronic document transmits the integrity and verifiability and can be authenticated or can be made the subsequent reference.



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