



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

November 28, 2025

DIVISION MEMORANDUM
No. 585 s. 2025

RANKING AND PLACEMENT FOR VACANT TEACHER III, TEACHER II AND NON-TEACHING POSITIONS IN THE ELEMENTARY LEVEL

To : Asst. Schools Division Superintendents
Education Program Supervisors
HRMPSB Members
Secondary Principals/OICs
All Others Concerned

1. This is to announce that the Open Ranking for the various vacant positions in the elementary level (Enclosure 1), this Schools Division, shall be conducted following the schedule below.

Date	Activity	Personnel In-Charge
December 10, 2025	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
December 11, 2025	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
December 12, 2025	Posting of qualified applicants in three (3) conspicuous places	Secretariat
December 15, 2025	Evaluation and documents Demonstrations	HRMPSB Sub-Committee
December 17, 2025	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat
December 21, 2025	Notice of preparation of appointment	HRMO

2. The Qualification Standards (QS) for the positions based on DepEd Order Nos. , 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	2 years teaching experience	16 hours of training in any of or a cumulative of the ff: Curriculum,,	RA 1080 (Teacher)



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	with at least 18 professional units in Education		Pedagogy, Subject Specialization acquired within the last 5 years	
<i>Performance Requirements:</i> At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory				
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 the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080 (Teacher)
<i>Performance Requirements:</i> At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory				
Administrative Assistant III, SG-09	Completion of two years studies in college	1 year "relevant" experience	4 hours "relevant" training	Career Service Sub-Professional Eligibility
Administrative Assistant II, SG-08	Completion of two years studies in college	1 year "relevant" experience	4 hours "relevant" training	Career Service Sub-Professional Eligibility

3. The HRMP SB Sub-Committee shall be composed of the following:

Sub-Committee Members	Personnel In-Charge	Responsibility
Chairperson	Public School District Supervisor where vacancy exists	<ul style="list-style-type: none">• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat• Assessment of all documents submitted based on the criteria for specific position• 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.• Submit to the Division HRMP SB duly signed
Members:	School Principal where the vacancy exists One (1) Master Teacher Faculty President Representative from employees' association	



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		Comparative Assessment Result (CAR) using prescribed forms
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">• Demonstration Teaching/Classroom Observable (COIS)• NCOIS• Submit the duly signed result of assessment using the prescribed forms
Secretariat	Administrative Officer II or Administrative Assistant II	<ul style="list-style-type: none">• Emailing notice of qualification/disqualification using prescribed forms• Notifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for ranking• Submission of Comparative Assessment Result (CAR) to Division HRMPSB

**** 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, 19, s. 2025, 24, s. 2025 and DO 7.s.2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before December 9, 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.



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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 the Division Memorandum No. 's. 2025

District	Position	Item Number	Publication Date
NORZAGARAY EAST	TEACHER III	TCH3-151160-2022	7/8/2025
NORZAGARAY EAST	TEACHER III	TCH3-151242-2018	9/19/2025
NORZAGARAY EAST	TEACHER III	TCH3-151305-2024	7/10/2025
SAN ILDEFONSO NORTH DISTRICT	TEACHER III	TCH3-152358-1998	11/4/2025
OBANDO DISTRICT	TEACHER III	TCH3-150376-2005	11/4/2025
SAN RAFAEL EAST	TEACHER III	TCH3-151232-2018	11/12/2025
NORZAGARAY WEST	TEACHER III	TCH3-152219-2018	11/18/2025
SAN MIGUEL SOUTH DISTRICT	TEACHER III	TCH3-151313-2017	11/18/2025
BUSTOS DISTRICT	TEACHER III - ALS	TCH3-152245-2022	11/27/2025
CALUMPIT NORTH	TEACHER III	TCH3-151321-2022	11/27/2025
NORZAGARAY EAST	TEACHER II	TCH2-151707-1998	9/29/2025
NORZAGARAY EAST	TEACHER II	TCH2-150495-2015	7/10/2025
NORZAGARAY EAST	TEACHER II	TCH2-150597-2018	9/29/2025
PANDI NORTH	TEACHER II	TCH2-150776-2019	11/12/2025
PANDI NORTH	TEACHER II	TCH2-150929-1998	11/27/2025
SAN ILDEFONSO NORTH DISTRICT	TEACHER II	TCH2-150392-1999	11/4/2025
SAN MIGUEL NORTH	TEACHER II	TCH2-150643-2001	11/12/2025
SAN MIGUEL NORTH	TEACHER II	TCH2-150395-1999	11/12/2025
BALAGTAS	TEACHER II	TCH2-151495-1998	11/12/2025
BULAKAN	TEACHER II - Early Childhood Education	TCH2-151550-1998	11/12/2025
GUIGUINTO	TEACHER III	TCH3-152637-2016	10/01/2025
NORZAGARAY WEST	TEACHER II	TCH2-150415-2014	11/27/2025
GUIGUINTO DISTRICT	TEACHER II	TCH2-152442-2017	11/27/2025
GUIGUINTO DISTRICT	TEACHER II	TCH2-151038-2018	11/27/2025
GUIGUINTO DISTRICT	TEACHER II	TCH2-150081-2020	11/27/2025
GUIGUINTO DISTRICT	TEACHER II	TCH2-152270-2017	11/27/2025
PAOMBONG	TEACHER II	TCH2-151750-1998	11/27/2025
GUIGUINTO DISTRICT	TEACHER II	TCH2-151617-1998	11/27/2025
PANDI SOUTH DISTRICT	TEACHER II	TCH2-150130-2007	11/27/2025
HAGONOY WEST	TEACHER II	TCH2-151944-1998	11/27/2025
HAGONOY WEST	TEACHER II	TCH2-151960-1998	11/27/2025
NORZAGARAY WEST DISTRICT	TEACHER II	TCH2-150496-2015	11/27/2025
HAGONOY WEST	TEACHER II	TCH2-150153-2002	11/27/2025



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ANGAT	TEACHER II	TCH2-150292-1998	11/27/2025
Non- Teaching			
HAGONOY WEST	ADAS III	ADAS3-150162-2017	11/12/2025
BULAKAN	ADAS III	ADAS3-150126-2014	11/12/2025

**All other requests for ranking not included in this Memorandum shall be scheduled in the following month.*



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CHECKLIST OF REQUIREMENTS		Annex C-1	
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 HRMPSB Officer/sub-committee)	
		Status of Submission Check if complete	Remarks
a. Letter of intent addressed to the SDO			
b. Fully 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, 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 HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOs			

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. 8762 or the "Electronic Signature Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and to further the law requires a document to be in writing, that signature or mark to be electronic document if the said electronic document incorporates its integrity and verifiability and can be authenticated as to its source and subsequent alteration.



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