



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

DIVISION MEMORANDUM
No. 614 s. 2025

December 26, 2025

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

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

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

Date	Activity	Personnel In-Charge
January 9, 2026	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
January 12, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
January 13, 2026	Posting of qualified applicants in three (3) conspicuous places	Secretariat
January 16, 2026	Evaluation and documents Demonstrations	HRMPSB Sub-Committee
January 20, 2026	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat

3. 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 (Secondary)	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	RA 1080 (Teacher)



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			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				
<p>Teacher II/SG-12(Academic) Senior High School</p> <p>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</p> <p>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</p> <p>2 years experience in teaching or industry work in relevant strand/subject</p> <p>16 hours of training in any of or a cumulative of the ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years</p> <p>RA 1080 (Teacher)</p>				
<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 (Bookkeeper)	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional Eligibility

4. The HRMPSB Sub-Committee shall be composed of the following:

Sub-Committee Members	Personnel In-Charge	Responsibility
Chairperson	School Principal where the vacancy exists	• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat
	PSDS for Secondary (overseer)	
Members:	One (1) Master Teacher Faculty President	



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	Representative from employees' association Education Program Supervisor- Provisional member (area of specialization)	<ul style="list-style-type: none">Assessment of all documents submitted based on the criteria for specific positionEvaluation 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 HRMPSB duly signed Comparative Assessment Result(CAR) using prescribed forms
Assesors <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)NCOISSubmit 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 formsNotifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for rankingSubmission 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, DO 24, s. 2025 and DO 7.s 2023 Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before January 9, 2026.
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



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- 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 the Division Memorandum No. 64 s. 2025

School	Position	Item Number	Publication Date
Junior High School			
PARADA NATIONAL HS	TEACHER III-TLE	TCH3-152853-2022	12/26/2025
Senior High School			
EMILIA PEREZ LIGON HIGH SCHOOL	TEACHER II-HUMSS 1A	TCH2-150744-2022	12/10/2025
VEDASTO R. SANTIAGO HIGH SCHOOL	TEACHER II-ACADEMIC TRACK	TCH2-150608-2023	12/26/2025
Non-Teaching Positions			
PULONG BUHANGIN NATIONAL HIGH SCHOOL-JHS	Administrative Assistant III-Senior Bookkeeper	ADAS3-150048-2004	10/21/2025

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



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Enclosure to the Division Memorandum No. 14s. 2025



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