



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

January 14, 2026

**DIVISION MEMORANDUM**

No. *29* s. 2026

**ANNOUNCEMENT OF VACANCY FOR NURSE II POSITION IN THE SCHOOLS  
DIVISION OFFICE PROPER**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
HRMPSB Members  
Secondary/Elementary Principals/OICs  
All Others Concerned

1. This is to announce that the ranking for the Nurse II vacant position in the Schools Division Office Proper, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
January 22, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
January 23, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023	HRMPSB
January 26, 2026	Emailing of qualified applicants	HRMPSB Secretariat
January 29, 2026	Evaluation of documents	HRMPSB
January 30, 2026	Submission of the CAR to the SDS	HRMPSB Secretariat



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2. The SDO Bulacan preferred qualification standards are as follows:

Position/Salary Grade	Education	Experience	Training	Eligibility
Nurse II, SG 16	Bachelor of Science in Nursing	1 year relevant experience	4 hours of relevant training	RA 1080 (Nurse)

3. The evaluation of documents shall be based on DepEd Order No.7.s.2023.

4. Interested applicants to the vacant positions shall submit the following documentary requirements to the Record's Unit on or before January 22, 2026. No additional documents shall be accepted after the set deadline.

- a. Letter of intent addressed to the Head of Office
  - b. Duly accomplished Personal Data Sheet
  - c. Photocopy of Certificate of Eligibility
  - d. Photocopy of scholastic/academic records such as Transcript of Records/Diploma, including completion of graduate and post-graduate units/degrees
  - e. Photocopy of Certificate/s of Training
  - f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
  - g. Photocopy of latest appointment if applicable
  - h. Photocopy of Performance Rating in the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission
  - i. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No.10173
  - j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to.
- i. Means of Verification (MOV's) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience if Performance Rating is not relevant to the position to be filled.



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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. Expenses incurred in this activity shall be charged against Division MOOE subject to the usual budgeting and auditing procedures.
7. Wide dissemination of this Memorandum is highly desired.



**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

HR/lbp



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