



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

February 02, 2026

DIVISION MEMORANDUM  
No. 68 s. 2026

**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
February 13, 2026	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
February 16, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
February 18, 2026	Posting of qualified applicants in three (3) conspicuous places	Secretariat
February 23, 2026	Evaluation of documents Demonstrations	HRMPSB Sub-Committee
February 24, 2026	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat

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 (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18	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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	professional units in Education		acquired within the last 5 years	
<i>Performance Requirements:</i> <b>At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory</b>				
Teacher II/SG-12 (Elementary)	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 or a cumulative of the ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080 (Teacher)
<i>Performance Requirements:</i> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				
Administrative Assistant III, SG-09	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)*	1 year <b>"relevant"</b> experience	4 hours <b>"relevant"</b> training	Career Service Sub-Professional Eligibility
Administrative Assistant II, SG-08	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)*	1 year <b>"relevant"</b> experience	4 hours <b>"relevant"</b> training	Career Service Sub-Professional Eligibility
Administrative Aide I, SG-01	Must be able to read and write	None Required	None Required	None required (MC 10.s.2013-CAT III)

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

<b>Sub-Committee Members</b>	<b>Personnel In-Charge</b>	<b>Responsibility</b>
Chairperson	Public School District Supervisor where vacancy exists	• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat
Members:	School Principal where the vacancy exists	



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	One (1) Master Teacher Faculty President Representative from employees' association	<ul style="list-style-type: none"><li>Assessment of all documents submitted based on the criteria for specific position</li><li>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.</li><li>Submit to the Division HRMPSB duly signed Comparative Assessment Result(CAR) using prescribed forms</li></ul>
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"><li>Demonstration Teaching/Classroom Observable (COIS)</li><li>NCOIS</li><li>Submit the duly signed result of assessment using the prescribed forms</li></ul>
Secretariat	Administrative Officer II or Administrative Assistant II	<ul style="list-style-type: none"><li>Emailing notice of qualification/disqualification using prescribed forms</li><li>Notifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for ranking</li><li>Submission of Comparative Assessment Result (CAR) to Division HRMPSB</li></ul>

***\* 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, and DO 7.s.2023. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before February 13, 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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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 no. 1 to the Division Memorandum No. s. 2026

District	Position	Item Number	Publication Date
ANGAT DISTRICT	TEACHER II	TCH2-150292-1998	12/9/2025
ANGAT DISTRICT	TEACHER III	TCH3-152205-2018	1/30/2026
ANGAT DISTRICT	TEACHER III	TCH3-150546-2017	1/30/2026
BALAGTAS DISTRICT	TEACHER III	TCH3-150447-2019	12/9/2025
PULILAN DISTRICT	TEACHER III	TCH3-150742-2013	12/9/2025
PLARIDEL DISTRICT	TEACHER III	TCH3-152296-2018	1/6/2026
SAN MIGUEL SOUTH DISTRICT	TEACHER III	TCH3-150349-2006	1/6/2026
SAN RAFAEL WEST DISTRICT	TEACHER III	TCH3-152926-2016	1/6/2026
SAN MIGUEL CENTRAL DISTRICT	TEACHER III	TCH3-151247-2018	1/6/2026
SAN MIGUEL CENTRAL DISTRICT	TEACHER III	TCH3-150338-2006	1/8/2026
SAN RAFAEL EAST DISTRICT	TEACHER III	TCH3-151391-2018	1/6/2026
HAGONOY WEST DISTRICT	TEACHER III	TCH3-152458-1998	1/8/2026
BULAKAN DISTRICT	TEACHER III	TCH3-153145-2019	1/8/2026
STA. MARIA EAST	TEACHER III	TCH3-152176-2018	1/13/2026
STA. MARIA CENTRAL DISTRICT	TEACHER III	TCH3-151380-2018	2/6/2026
SAN RAFAEL EAST	TEACHER III	TCH3-150705-2021	1/16/2026
PANDI NORTH DISTRICT	TEACHER III	TCH3-153223-2022	1/16/2026
SAN ILDEFONSO SOUTH DISTRICT	TEACHER III	TCH3-150349-2003	1/16/2026
SAN ILDEFONSO SOUTH DISTRICT	TEACHER III	TCH3-150392-2005	1/28/2026
MARILAO NORTH DISTRICT	TEACHER III	TCH3-151301-2019	1/30/2026
MARILAO NORTH DISTRICT	TEACHER III	TCH3-153222-2016	1/30/2026
SAN ILDEFONSO NORTH DISTRICT	TEACHER II	TCH2-150573-1998	12/9/2025
PLARIDEL DISTRICT	TEACHER II	TCH2-155882-1998	1/6/2026
HAGONOY WEST DISTRICT	TEACHER II	TCH2-151937-1998	1/8/2026
GUIGUITO DISTRICT	TEACHER II	TCH2-150196-2005	1/8/2026
MARILAO NORTH DISTRICT	TEACHER II	TCH2-150432-2025	1/30/2026
ANGAT DISTRICT	TEACHER II	TCH2-150292-1998	11/27/2025
SAN ILDEFONSO SOUTH	TEACHER II	TCH2-150212-2005	1/30/2026



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<b>Non-Teaching</b>			
HAGONOY WEST DISTRICT	ADMINISTRATIVE ASSISTANT III	ADAS3-150172- 2017	1/16/2026
BULAKAN DISTRICT	ADMINISTRATIVE AIDE I	ADA1-150114-2004	1/16/2026

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



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Enclosure no. 2 to the Division Memorandum No. 6<sup>s</sup> 2026

Annex C-2

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 [ ]		
<b>Basic Documentary Requirement</b>		Status of Submission (To be filled out by the applicant Check if submitted)
a. Letter of Intent addressed to the SDS		
b. Duly 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 PRO 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 (to 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 29 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 HRMO/HF for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST 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 accordance with Republic Act No. 8992 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other documents or legal writings and in before the law requires a document to be in writing, that requirement is met by an electronic signature if the said electronic documents maintains its integrity and availability and can be reproduced or can be used for subsequent reference.



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