



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

February 02, 2026

DIVISION MEMORANDUM  
 No. 60 s. 2026

**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
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

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	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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	least 18 professional units in Education		acquired within the last 5 years	
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*Performance Requirements:*

**At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory**

Teacher II/SG-12(Academic) Senior High School	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  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	2 years experience in teaching or industry work in relevant strand/subject	16 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)
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*Performance Requirements:*

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

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



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	Faculty President Representative from employees' association Education Program Supervisor- Provisional member (area of specialization)	qualification/disqualification to the Secretariat <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>
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"> <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, DO 24, 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.



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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.
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. 69 s. 2026

School	Position	Item Number	Publication Date
<b>Junior High School</b>			
BALAGTAS NAHS	TEACHER III - TLE	TCH3-151598-2022	1/8/2026
DR. FELIPE DE JESUS NHS	TEACHER III - ESP	TCH3-152633-2019	1/8/2026
LAURA DELEON HALILI HS	TEACHER III - ENGLISH	TCH3-151591-2022	1/8/2026
FORTUNATO F. HALILI NAS	TEACHER III	TCH3-153035-2018	1/16/2026
DOÑA CANDELARIA MENESSES DUQUE NHS	TEACHER II - ENGLISH	TCH2-151227-2018	1/6/2026
TAAL HS	TEACHER II - SCIENCE	TCH2-150280-2018	1/6/2026
TAAL HS	TEACHER II	TCH2-150280-2018	1/6/2026
GUIQUINTO NVHS	TEACHER II	TCH2-152215-2017	1/6/2026
BUNSURAN NHS	TEACHER II - ESP	TCH2-152481-2017	1/16/2026
<b>Senior High School</b>			
SAN PEDRO NHS	TEACHER II-TVL TRACK	TCH2-150706-2018	10/3/2025
PRES. DIOSDADO MACAPAGAL NHS	TEACHER II-TVL TRACK	TCH2-150718-2022	
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	1/6/2026
VEDASTO R. SANTIAGO HIGH SCHOOL	TEACHER II-SPORTS TRACK	TCH2-150610-2021	1/16/2026
ENGR. VIRGILIO V. DIONISIO MHS	TEACHER II - ACADEMIC TRACK	TCH2-150505-2020	1/6/2026
TAAL HS	TEACHER II - ACADEMIC TRACK	TCH2-151044-2016	1/6/2026
AKLE HS	TEACHER II - ACADEMIC TRACK	TCH2-150604-2023	1/13/2026
DR. FELIPE DE JESUS NHS	TEACHER II - ACADEMIC TRACK	TCH2-150945-2016	1/16/2026
BUNSURAN NHS	TEACHER II - ACADEMIC TRACK	TCH2-150610-2021	1/16/2026
MINUYAN NHS	TEACHER II - ACADEMIC TRACK	TCH2-150762-2022	1/27/2026
PULONG BUHANGIN NHS	TEACHER II - ACADEMIC TRACK	TCH2-150708-2023	2/2/2026
<b>Non-Teaching Positions</b>			
OBANDO SCHOOL OF FISHERIES	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	ADAS2-150272-2018	1/16/2026



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JAIME J. VISTAN HS	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)	ADAS2-150259-2018	1/28/2026
FRANCES NHS	ADMINISTRATIVE ASSISTANT III	ADAS3-150007-2009	12/09/2025

*\*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. 69 s. 2026

CHECKLIST OF REQUIREMENTS		Annex D-1	
Name of Applicant: _____ Position Applied For: _____ Office: _____ Contact Number: _____ Religion: _____ Ethnicity: _____ Person with Disability: Yes [ ] No [ ] Solo Parent: Yes [ ] No [ ]		Application Code: _____	
Basic Documentary Requirement		Status of Submission (To be filled out by the applicant Check if submitted)	Verification (To be filled out by the HRM/HR Officer/HR-consultant)
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished FOI with Work Experience Sheet (ICS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PNC 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 HRM/HR for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of Identified PPST NCOIs			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

**OMNIBUS SAWN 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 consonance with Republic Act No. 9792 or the "Electronic Commerce Act of 2007", electronic documents shall have the legal effect, validity or admissibility in any other documents as legal writing and as before the law, requires a document to be in writing, that requirement is met by an electronic document if the said electronic documents maintains its integrity and reliability and can be authenticated as to be valid for subsequent reference.