



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

March 2, 2026

DIVISION MEMORANDUM

No. 114 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
March 12, 2026	Deadline of Submission of applications	HRMPSB Sub-Committee Secretariat
March 13, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
March 16, 2026	Posting of qualified applicants in three (3) conspicuous places	Secretariat
March 17, 2026	Evaluation of documents  Demonstrations	HRMPSB Sub-Committee
March 18, 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 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	2 years teaching experience	16 hours of training in any of or a cumulative of	RA 1080,, as amended (Teacher-



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	in relevant subject or learning area with at least 18 professional units in Education		the ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	Elementary/ Secondary)
<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 the ff: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080,, as amended (Teacher-Elementary/ Secondary)
<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 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"> <li>Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat</li> <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, and DO 7.s.2023 for non-teaching applicants.</li> <li>Submit to the Division HRMP SB duly signed Comparative Assessment</li> </ul>
Members:	School Principal where the vacancy exists One (1) Master Teacher Faculty President Representative from employees' association	



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		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"><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 March 12, 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
  - 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.

for   
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



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Enclosure to the Division Memorandum No. s. 2026

District	Position	Item Number	Publication Date
Norzagaray West	Teacher III	TCH3-152289-1998	2/4/2026
Bustos	Teacher II	TCH2-151561-1998	2/26/2026
San Miguel North	Teacher II	TCH2-150213-2002	2/11/2026
Pandi South	Teacher II	TCH2-150349-2018	2/16/2026
Angat District	Teacher II	TCH2-151310-2019	3/2/2026
Bustos District	Teacher II	TCH2-151561-1998	3/2/2026
Bustos District	Teacher III	TCH3-152171-1998	3/2/2026
<b>Non- Teaching</b>			
Angat District	Administrative Assistant II	ADAS2-150165-2017	3/2/2026

*\*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	
Basic Documentary Requirement		Status of Submission (To be filled out by the applicant Check if submitted)	Verification (To be filled out by the HRMG/HR Officer/sub-committee) Status of Submission (Check if complete) Remarks
a.	Letter of intent addressed to the SDG		
b.	Duly accomplished FDS 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 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 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. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and as long as the signatory is documented to be in writing, that engagement in acts by an electronic document if the total electronic document maintains its integrity and reliability and can be authenticated as to be usable for subsequent reference.