



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

March 30, 2026

DIVISION MEMORANDUM

No. *160* s. 2026

**ANNOUNCEMENT OF VACANCIES FOR VARIOUS NON-TEACHING POSITIONS
IN THE ELEMENTARY AND JUNIOR HIGH SCHOOL LEVEL**

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 following vacant positions in the Elementary and Secondary, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
April 10, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
April 13, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023	HRMPSB
April 17, 2026	Emailing of qualified applicants	HRMPSB Secretariat
April 22, 2026	Evaluation and documents (AO 4, Accountant I, AO II and AO I)	
April 23, 2026	Evaluation and documents (ADAS 3 and ADAS2)	HRMPSB
April 24, 2026	Submission of the CAR to the SDS	HRMPSB Secretariat

POSITION	ITEM NUMBER	SCHOOL ASSIGNMENT
Administrative Officer IV	ADOF4-150018-2004	Lolomboy NHS
Accountant I	A1-150004-2002	San Rafael NTS
Administrative Officer II	ADOF2-150573-2021	San Jose ES, Hag. West
Administrative Officer II	ADOF2-150258-2020	Akle ES, San. Ild. South
Administrative Officer II	ADOF2-150607-2022	Parada ES.Sta. Maria E.



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Administrative Officer II	ADOF2-150532-2021	Balaong ES/Pangarayuman ES, San Miguel Central
Administrative Officer II	ADOF2-150624-2022	Maronquillo / Coral San Rafael East
Administrative Officer I	ADOF1-150065-2004	San Rafael NTS
Admin. Assistant III	ADAS3-150042-2004	Prenza NHS
Admin. Assistant II	ADAS2-150014-2007	Obando NHS

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

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer IV (HRMO II), SG 15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional (Second Level Eligibility)
Administrative Officer II, SG 11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Accountant I, SG 12	Bachelor's degree in commerce/business administration Major in Accounting	None required	None required	RA 1080 (CPA)
Administrative Officer I (Cashier I), SG 10	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Assistant III (Senior Bookkeeper, SG 9)	Completion of 2 years of studies in college (prior to 2018) OR Completion of Grade 12/Senior High School(starting 2016)*	1 year of relevant experience	4 hours relevant training	Career Service Sub-professional (First Level Eligibility)
Administrative Assistant II (Disbursing Officer II, SG 9)	Completion of 2 years of studies in college(prior to 2018) OR Completion of Grade 12/Senior High School(starting 2016)*	1 year of relevant experience	4 hours relevant training	Career Service Sub-professional (First Level Eligibility)

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 April 10, 2026. No additional documents shall be accepted after the set deadline.



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- 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.

*Note: Applicants who **fail to submit** the complete set of mandatory requirements on or before the deadline shall not be included in the pool of qualified applicants.*

5. Section V, Item 50 of DepEd Order No. 19, s. 2022 provides that "The HRMPSB may also conduct other evaluation assessments in addition to the prescribed evaluative assessments as deemed necessary, such as but not limited to oral or written examinations, computer proficiency tests, and skills test. Other evaluative assessments must be anchored on the required competencies or related to the duties and responsibilities of the position to be filled."
6. 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.



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



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

HR/lbp



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