



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

June 10, 2026

DIVISION MEMORANDUM  
 No. 262 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

1. 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
June 11-24, 2026	Timeline of Submission of applications	HRMPSB Sub-Committee Secretariat
June 24-25, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
June 25, 2026	Posting/emailing of qualified applicants in three (3) conspicuous places	Secretariat
June 26-June 30, 2026	Online-Evaluation of documents  Demo-teaching (actual class of teacher applicant in compliance with Do 9.s 2026	HRMPSB Sub-Committee
July 1, 2026	Submission of the CAR Result to the Records Unit for approval and selection of the SDS	HRMPSB Sub-Committee Secretariat

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

Sub-Committee Members	Personnel In-Charge	Responsibility
Chairperson	School Principal where the 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> </ul>
	PSDS for Secondary (overseer)	
Members:	One (1) Master Teacher Faculty President	



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	Representative from employees' association Education Program Supervisor- Provisional member (area of specialization)	<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, 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 Subcommittee are advised prioritize the conduct of the ranking without disrupting classes to ensure timely filling up of vacant positions. Replacement is not allowed except for inevitable circumstances but with approval of the Division HRMPSB Chair***

3. Below is the list of vacant items for ranking:

School	Position	Item Number	Publication Date
<b>Junior High School</b>			
CAMBAOG NHS	TEACHER II	TCH2-150351-2014	3/4/2026
JOSE J MARIANO MHS	TEACHER II	TCH2-150744-1998	5/7/2026



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BINAGBAG NHS	TEACHER II	TCH2-155348-1998	5/12/2026
PRENZA NHS	TEACHER II	TCH2-151162-2023	6/4/2026
STA. MARIA NHS	TEACHER II	TCH2-152362-2017	5/14/2026
STA. MARIA NHS	TEACHER III	TCH3-150608-2017	5/14/2026
CALUMPIT NHS	TEACHER III	TCH3-150522-2018	5/14/2026
PULONG BUHANGIN NHS	TEACHER III	TCH3-150062-2017	5/14/2026
VIRGINIA RAMIREZ CRUZ NHS	TEACHER III	TCH3-151469-2022	5/14/2026
ASSEMBLYWOMAN FELICITA G. BERNARDINO MTS	TEACHER III	TCH3-150662-2025	5/25/2026
<b>Senior High School</b>			
UPIG HS	TEACHER II (ACADEMIC TRACK)	TCH2-150732-2022	5/14/2026
FELIZARDO C. LIPANA NHS	TEACHER II (ACADEMIC TRACK)	TCH2-151030-2016	5/14/2026
FELIZARDO C. LIPANA NHS	TEACHER II (SPORTS TRACK)	TCH2-1500670-2022	5/20/2026
VIRGINIA RAMIREZ CRUZ NHS	TEACHER II (ACADEMIC TRACK)	TCH2-150578-2017	5/14/2026
VIRGINIA RAMIREZ CRUZ NHS	TEACHER II (TVL TRACK)	TCH2-150664-2023	5/14/2026
PRES. DIOSDADO MACAPAG MHS	TEACHER II (TVL TRACK)	TCH2-150718-2022	2/11/2026
JOHN J. RUSSEL MHS	TEACHER III (ACADEMIC TRACK)	TCH3-151175-2016	5/14/2026
AGUINALDO J. SANTOS NHS	TEACHER III (ACADEMIC TRACK)	TCH3-151046-2016	3/17/2026
STA. LUCIA HS	TEACHER III (ACADEMIC TRACK)	TCH3-151010-2016	5/14/2026
STA. LUCIA HS	TEACHER III (ACADEMIC TRACK)	TCH3-151015-2016	5/14/2026
PRENZA NHS	TEACHER III (ACADEMIC TRACK)	TCH3-151239-2016	5/25/2026
BALAGTAS NAHS	TEACHER III (ACADEMIC TRACK)	TCH3-151082-2016	5/25/2026
<b>Non-Teaching Positions</b>			
OBANDO SCHOOL OF FISHERIES	SECURITY GUARD I	SECG1-150025-1998	4/16/2026
ASSEMBLYWOMAN FELICITA G. BERNARDINO MTS	ADMINISTRATIVE AIDE II (CLERK II)	ADA4-150177-2004	5/7/2026
GUIGUINTO NVHS	ADMINISTRATIVE AIDE II (CLERK II)	ADA4-150169-2004	5/7/2026



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

4. The Qualification Standards (QS) for the positions based on 19, 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 least 18 professional units in Education	2 years teaching experience	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, as amended (Teacher-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 (Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year1 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, as amended (Teacher-Secondary)
<i>Performance Requirements:</i> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				



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Teacher III/SG-13(Academic) Senior High School	Bachelor's degree relevant strand/subject plus 18 professional units in Education; or any Bachelor's degree with at least 12 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 12 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)
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	1 year experience in teaching or industry work in relevant strand/subject	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)
Teacher II/SG-12(Technical Vocational)	Bachelor's degree relevant to the area of specialization plus 18 professional units in	1 year experience in teaching or industry	National Certificate (NC) II and Trainer's Methodology	RA 1080 (Teacher)



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Track) Senior High School	Education; or any Bachelor's degree and completion of technical-vocational course(s) in the area of specialization plus 18 professional units in Education; Bachelor's degree relevant to the area of specialization; or any Bachelor's degree plus completion of technical-vocational course(s) in the area of specialization	experience in relevant strand/area of specialization	Certificate (TMC) I in relevant technical-vocational course(s) in the area of specialization	
<b>Performance Requirements:</b> <b>At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory</b>				
Security Guard I, SG-1	High School Graduate (Prior to 2016), or Completion of Grade 10/ Junior High School (Starting 2016)	None required	None required	Security Guard License (MC 10, s. 2013 CAT. IV)

4. The evaluation of documents shall be based on DepEd Nos. 20, s. 2024 for teaching and DO 7.s 2023 for non-teaching positions. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before June 24, 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.

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



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Enclosure to the Division Memorandum No. 62s. 2026

**CHECKLIST OF REQUIREMENTS** ANNEX C.I

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes [ ] No [ ]  
 Solo Parent: Yes [ ] No [ ]

Basic Documentary Requirement	Status of Submission (To be filled by the applicant/ Clerk if submitted)	Verification (To be filled out by the HRO/HR Officer/sub-committee)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDO			
b. Fully accomplished FOS 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 PRC 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 certificates 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 23 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 HRO/HR for comparative assessment (e.g. Portfolio or Means of Verification (MOV's) for the assessment of Identified PPST SCOs)			

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. 10172 or the "Electronic Commerce Act of 2010", the content documents shall have the legal effect, validity or enforceability as any other document as if all coming and all further the signatory's document to be an original. Such signature or mark by an electronic document shall not be deemed to constitute an illegality and validity and can be authenticated as to its origin and the subsequent contents.



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