



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

June 10, 2026

**DIVISION MEMORANDUM**

No. *264* s. 2026

**ANNOUNCEMENT OF VACANCY FOR PUBLIC SCHOOLS DISTRICT  
SUPERVISOR POSITION**

To: Assistant Schools Division Superintendents  
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 vacant Public Schools District Supervisor position, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
On or before June 19, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
June 22, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023	HRMPSB
June 25, 2026	Emailing of qualified applicants	HRMPSB Secretariat
June 30, 2026	Evaluation of documents	HRMPSB
July 1, 2026	Submission of the CAR to the SDS	HRMPSB Secretariat



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

<b>Position/Salary Grade</b>	<b>Education</b>	<b>Experience</b>	<b>Training</b>	<b>Eligibility</b>
Public Schools District Supervisor/ SG-22	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours or relevant training	RA 1080 (Teacher)

3. The evaluation of documents shall be based on DepEd Order No.7.s.2023.

4. Interested and qualified applicants shall submit the following documentary requirements to the Record's Unit on or before June 19, 2026. No additional documents shall be accepted after the set deadline unless submission is extended through an official notice.

- a. Letter of intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility
- e. Photocopy of scholastic/academic records such as Transcript of Records/Diploma, including completion of graduate and post-graduate units/degrees
- f. Photocopy of Certificate/s of Training
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record
- h. Photocopy of latest appointment if applicable
- i. Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission
- j. 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
- k. 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



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- 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.
7. Wide dissemination of this Memorandum is desired.

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

HR/lbp



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