



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

July 22, 2026

DIVISION MEMORANDUM

No. *Ms.* 2026

**ASSISTANCE OF ADMINISTRATIVE PERSONNEL IN THE INITIAL EVALUATION
OF DOCUMENTS OF VARIOUS POSITIONS SCHEDULED FOR RANKING AND
RECLASSIFICATION**

To: Asst. Schools Division Superintendents
Public Schools District Supervisor of Bocaue, Guiguinto, Hagonoy West,
Bulakan, Sta. Maria Central and San Miguel Central
Administrative Officer V
School Principal of Balagtas NAHS, Dr. Pablito MHS, Carlos F. Gonzales
All others Concerned

1. In view of the significant volume of applications received by this Office for various vacant and reclassification positions, there is a need to augment the workforce of the Personnel Unit to ensure the timely and efficient initial evaluation of application documents and preparation for the conduct of comparative assessment and ranking of the following:
 - Administrative Officer II and PDO II
 - Master Teachers I and II (Natural Vacancy)
 - School Principal I-IV (Reclassification)
 - Head Teachers to Teaching Position (Reclassification)
2. In this regard, the following school-based Administrative Officers and Administrative Assistants are requested to assist the Personnel Unit from **July 23 to July 31, 2026**, following the schedule below:

NAME	DISTRICT/SCHOOL	SCHEDULE
GROUP 1		
Ellen M. Suatengco	Balagtas NAHS	July 23, 27, 29, 31, 2026
Alvin Cruz	Dr. Pablito MHS	
Lyn Ching	Sta. Maria Central	
Cherry Queen Pascual	San Miguel Central	
Ma. Teresita Dalanon	Carlos F. Gonzales HS	
GROUP 2		
Cyril Alexandria DA. Manansala	Hagonoy West	July 24, 28, 30, 2026



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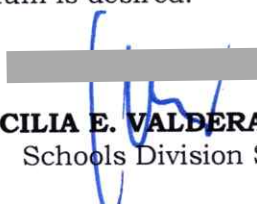
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Jacklyn V. Pabatang	Bocaue	
Enelyn Carreon	Bulakan	
Susana Morelos	Bulakan	
Jennifer Santos	Bocaue District	
Gimelle Santos	Guiguinto	

3. Their primary duties during this period shall include, but shall not be limited to:
 - a. Conduct the initial evaluation and verification of applicants' documents in accordance with applicable recruitment, selection, and placement policies;
 - b. Encode and organize applicants' data to facilitate the conduct of comparative assessment and ranking; and
 - c. Perform other related tasks as may be assigned by the Personnel Unit in connection with the activity.
4. Concerned personnel are expected to strictly observe their assigned schedules to ensure the uninterrupted delivery of school operations while providing the necessary support to the Personnel Unit.
5. This memorandum shall serve as the official travel order of the personnel concerned. School Heads and District Supervisors are hereby enjoined to allow the identified staff to report to the Division Office on their respective schedules.
6. Expenses to be incurred in the conduct of the said activity shall be charged against the Division MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is desired.


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

HRMO/lbp



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