



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

July 6, 2026

DIVISION MEMORANDUM

No. *297* s. 2026

**ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE OFFICER II AND
PROJECT DEVELOPMENT OFFICER I IN THE ELEMENTARY, JUNIOR HIGH
AND SENIOR HIGH SCHOOL**

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 following vacant positions in the Elementary, Junior High School and Senior High School, this Schools Division shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
July 20, 2026	Submission of documents listed in Item No.4 to the Records Unit	Applicants
July 21, 2026	Initial evaluation of documents based on DepEd Order No. 7.s.2023	HRMPSB
July 24, 2026	Emailing of qualified applicants	HRMPSB Secretariat
July 28, 2026	Evaluation of documents	HRMPSB
July 28, 2026	Submission of CAR for the approval of SDS	HRMPSB Secretariat

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

Position/Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer II, SG 11 (Elementary, JHS and SHS)	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)



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Project Development Officer I, SG II (Elementary and Secondary)	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)
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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 July 20, 2026. No additional documents shall be accepted after the set deadline.

- 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.
 - 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
 - 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.*



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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. 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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