



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

August 10, 2026

DIVISION MEMORANDUM
No. 357 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
August 10-21, 2026	Timeline of Submission of applications	HRMPSB Sub-Committee Secretariat
August 24, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
August 25, 2026	Posting/emailing of qualified applicants in three (3) conspicuous places	Secretariat
August 26, 2026	Online-Evaluation of documents Demo-teaching (actual class of teacher applicant in compliance with Do 9.s	HRMPSB Sub-Committee
August 27, 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	• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat
	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)	• Assessment of all documents submitted based on the criteria for specific position • Evaluation of Experience, Education, Training of the applicants' documents (DO 20.s.2024, and DO 7.s.2023 for non-teaching applicants. • Submit to the Division HRMPSB duly signed Comparative Assessment Result(CAR) using prescribed forms
Assesors <i>* The designated assessors shall comply or meet the qualifications based on DO 24, s. 2025</i>	Designated Assessors	• Demonstration Teaching/Classroom Observable (COIS) • NCOIS • Submit the duly signed result of assessment using the prescribed forms
Secretariat	Administrative Officer II or Administrative Assistant II	• Emailing notice of qualification/disqualification using prescribed forms • Notifying qualified applicants on the schedule of the ranking process and submission of pertinent documents for ranking • Submission of Comparative Assessment Result (CAR) to Division HRMPSB

**** The members of the HRMPSB Subcommittee should prioritize the conduct of the ranking to ensure timely filling up of vacant positions. Replacement is not allowed except for inevitable circumstances but with approval of the Division HRMPSB Chair***



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

School	Position	Item Number	Publication Date
Junior High School			
CALUMPIT NHS	TEACHER II	TCH2-150071-2015	8/6/2026
PARADA NHS	TEACHER II	TCH2-151285-2018	6/29/2026
BUNSURAN NHS	TEACHER II	TCH2-150278-2018	6/17/2026
BUNSURAN NHS	TEACHER II	TCH2-152481-2017	6/17/2026
STA. MONICA NHS	TEACHER II	TCH2-151222-2018	6/17/2026
VIRGINIA RAMIREZ CRUZ NHS	TEACHER III	TCH3-151993-2019	6/4/2026
CANIOGAN HS	TEACHER III	TCH3-151449-2016	7/23/2026
CANIOGAN HS	TEACHER III	TCH3-150411-2005	7/8/2026
STA. LUCIA NHS	TEACHER III	TCH3-150076-2015	7/2/2026
STA. LUCIA NHS	TEACHER III	TCH3-151115-2018	7/2/2026
PARADA NHS	TEACHER III	TCH3-151196-2021	6/29/2026
OBANDO SCHOOL OF FISHERIES	TEACHER III	TCH3-150229-2004	6/17/2026
OBANDO SCHOOL OF FISHERIES	TEACHER III	TCH3-150612-1998	6/17/2026
Senior High School			
PRES. DIOSDADO MACAPAGAL MHS	TEACHER II (SPORTS TRACK)	TCH2-150718-2022	6/8/2026
FELIZARDO C. LIPANA NHS	TEACHER II (ACADEMIC-ABM)	TCH2-150589-2021	7/13/2026
ASSEMBLYWOMAN FELICITA G. BERNARDINO MTS	TEACHER II (ACADEMIC-STEM III-B)	TCH2-152741-2017	7/20/2026
ENGR. VIRGILIO V. DIONISIO MHS	TEACHER II (TVL IV-D)	TCH2-150520-2017	8/6/2026
Non-Teaching			
LOLOMBOY NHS	ADMINISTRATIVE AIDE III (CLERK I)	ADA3-150121-2004	8/6/2026
PRENZA NHS	ADMINISTRATIVE AIDE IV (CLERK II)	ADA4-150175-2004	8/6/2026
SAN RAFAEL NTS	ADMINISTRATIVE AIDE IV (CLERK II)	ADA4-150197-2004	7/16/2026

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



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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> At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory				
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> At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory				



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Teacher II/SG-12 (Senior High School - Sports Track)	Bachelor's degree with a major in field(s) under the Sports Track plus 18 professional units in Education; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track plus 18 professional units in Education; Bachelor's degree with a major in field(s) under the Sports Track ; or any Bachelor's degree with at least 15 units of specialization in the relevant field(s) under the Sports Track	1 year experience in teaching or industry work in the relevant field(s) under Sports Track	8 hours of training in Curriculum and Instruction of relevant field(s) under Sports Track 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)
Performance Requirements: At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory				
Administrative Aide IV (Clerk II)	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior	None required	None required	Career service (Sub-professional) First Level Eligibility



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	High School (starting 2016)*			
Administrative Aide III (Clerk I)	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career service (Sub-professional) First Level Eligibility

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 August 21, 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.
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.

For the Schools Division Superintendent:



MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent



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Enclosure to the Division Memorandum No. s. 2026

CHECKLIST OF REQUIREMENTS			Annex C-1
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-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMPSD Officer/sub-committee)	
		Status of Submission (Check if complete)	Remarks
a. Letter of intent addressed to the SDS			
b. Fully accomplished FDS 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 PHC 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 certificate/s 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 25 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 HRMPSD for comparative assessment (e.g. Portfolio or Means of Verification (MOV) for the assessment of identified PPST NCOs)			
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 consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing, and as long as the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated in a manner suitable for subsequent reference.			



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