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

October 25, 2026

DIVISION MEMORANDUM
No. 495 s. 2026

RANKING AND PLACEMENT FOR VACANT SCHOOL PRINCIPAL I-IV POSITIONS IN THE ELEMENTARY AND SECONDARY LEVEL

To : Asst. Schools Division Superintendent
SGOD and CID Chiefs
HRMPSB Members
Public Schools District Supervisor
Elementary and Secondary Principals/OICs
All Others Concerned

1. This is to announce that Open Ranking for the School Principal I-IV vacant positions in the Elementary and Secondary, this Schools Division, shall be conducted following the schedule below:

Date	Activity	Personnel In-Charge
October 27-November 5, 2026	Timeline of submission of documents listed in Item. No.6 to the Record's Unit	Records Unit
November 6, 2026	Initial evaluation of the applicants' qualification based on DepEd Order No. 7,s. 2023 - Qualification Standards	HRMO
November 11, 2026	Emailing of applicants	Division HRMPSB Secretariat
November 17, 2026	Evaluation of documents (3rd Floor Conference Hall, DepEd SDO Bulacan Building)	HRMPSB
November 17, 2026	Submission of CAR to the SDS	Secretariat

2. The Preferred Qualification Standards (QS) for the positions based on DepEd Order Nos. , 19, s. 2025 are as follows:

Position Title/Salary Grade	Education	Experience	Training	Eligibility	School Head Assessment
School Principal IV (SG 22)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	5 years teaching experience and 4 years experience in school management and operations	40 hours of training in any of a cumulative of the following: Curiculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)	
School Principal III (SG 21)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 15 units in Management	5 years teaching experience and 3 years experience in school management and operations	40 hours of training in any of a cumulative of the following: Curiculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)	
School Principal Principal II (SG 20)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	5 years teaching experience and 2 years experience in school management and operations	32 hours of training in any of a cumulative of the following: Curiculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)	

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School Principal I (SG 19)	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	32 hours of training in any of a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	RA 1080, as amended (Teacher)	NQUESH / NASH PASSER

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

4. The concerned Public Schools District Supervisor in charge shall conduct an initial evaluation based on the qualification standards.

5. Please see Annex A of this memorandum for the list of vacant items in the Elementary and Secondary.

6. Interested and qualified applicants shall submit the following documentary requirements to the Record's Unit on or before November 5, 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
   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.*

7. 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."

8. The said open ranking aims to provide a pool of qualified applicants needed in filling up vacancies for School Principal I-IV positions in the elementary and secondary level. No additional documents will be accepted after the scheduled date of the ranking procedure.

9. 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.

10. Wide dissemination of this Memorandum is desired.

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

Annex A of Division Memorandum No. 46 s. 2026

Position	Item Number	Publication Date
SECONDARY		
School Principal IV	SP4-150047-2017	October 25,2026
School Principal III	SP3-150008-2022	October 25,2026
School Principal I	SP1-151285-2010	October 25,2026
School Principal I	SP1-150868-2010	October 25,2026
ELEMENTARY		
School Principal IV	SP4-150035-2018	October 25,2026
School Principal IV	SP4-150009-2014	October 25,2026
School Principal IV	SP4-150015-2018	October 25,2026
School Principal III	SP3-150002-2022	October 25,2026
School Principal III	SP3-150258-2025	October 25,2026
School Principal II	SP2-150607-2010	October 25,2026
School Principal II	SP2-150004-2018	October 25,2026
School Principal II	SP2-150276-2010	October 25,2026
School Principal II	SP2-150301-2010	October 25,2026
School Principal I	SP1-150976-2010	October 25,2026
School Principal I	SP1-150040-2014	October 25,2026
School Principal I	SP1-150806-2010	October 25,2026
School Principal I	SP1-150850-2010	October 25,2026
School Principal I	SP1-150938-2010	October 25,2026
School Principal I	SP1-150792-2010	October 25,2026
School Principal I	SP1-150899-2010	October 25,2026
School Principal I	SP1-150952-2010	October 25,2026
School Principal I	SP1-150857-2010	October 25,2026
School Principal I	SP1-150923-2010	October 25,2026
School Principal I	SP1-150013-2025	October 25,2026
School Principal I	SP1-150768-2010	October 25,2026
School Principal I	SP1-150888-2010	October 25,2026