13

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

November 14, 2026

DIVISION MEMORANDUM
No. 516 s. 2026

RANKING AND PLACEMENT FOR VACANT TEACHER II AND TEACHER III POSITIONS IN THE ELEMENTARY 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 elementary level (Enclosure 1), this Schools Division, shall be conducted following the schedule below.

Date	Activity	Personnel In-Charge
November 14-24, 2026	Timeline of Submission of applications	HRMPSB Sub-Committee Secretariat
November 25, 2026	Initial evaluation based on the Qualification Standards	HRMPSB Sub-Committee
November 26, 2026	Posting/emailing of qualified applicants in three (3) conspicuous places	Secretariat
November 27, 2026	Online-Evaluation of documents Demo-teaching (actual class of teacher applicant in compliance with Do 9.s	HRMPSB Sub-Committee
December 01, 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	Public School District Supervisor where vacancy exists	• Evaluation and validation of applicant's qualifications and submit duly signed notice of qualification/disqualification to the Secretariat • Assessment of all documents submitted based on the criteria for specific position
Members:	School Principal where the vacancy exists One (1) Master Teacher Faculty President	

	Representative from employees' association	• Evaluation of Experience, Education, Training of the applicants' documents (DO 20.s.2024. • Submit to the Division HRMPSB duly signed Comparative Assessment Result(CAR) using prescribed forms
Assesors * *The designated assessors shall comply or meet the qualifications based on DO 24, s. 2025*	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***

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

District	Position	Item Number	Publication Date
BOCAUE	TEACHER III	TCH3-153224-2022	11/11/2026
BALAGTAS	TEACHER III	TCH3-150365-2001	11/11/2026
HAGONOY WEST	TEACHER III	TCH3-153222-2026	11/10/2026
HAGONOY EAST	TEACHER II	TCH2-151638-1998	11/11/2026
MARILAO SOUTH	TEACHER III	TCH3-152998-2019	11/12/2026
HAGONOY WEST	TEACHER II	TCH2-151951-1998	11/12/2026

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

4. The 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
Teacher III/SG-13 (Elementary)	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-Elementary/ Secondary)
Performance Requirements: ***At least 12 Proficient COIs at Very Satisfactory and At least 8 Proficient NCOIs at Very Satisfactory***				
Teacher II/SG-12 (Elementary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year 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-Elementary/ Secondary))
Performance Requirements: ***At least 6 Proficient COIs at Very Satisfactory and At least 4 Proficient NCOIs at Very Satisfactory***				

5. The evaluation of documents shall be based on DepEd Nos. 20, s. 2024. Interested and qualified applicants shall submit the notarized Checklist of Requirements (Omnibus) on or before November 24, 2026.

6. Any inquiries regarding the implementation of the new School-Based Scheme shall be coordinated with the coordinated with the concerned Assistant Schools Division Superintendent (ASDS), as follows:

Maria Celina L. Vega CESO VI	-	Eddis 1, 4 and 5
Jaime T. Tugade, PhD, CESE RGC	-	Eddis 2, 3 and 6

7. 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

8. 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.

9. The said district open ranking aims to provide a pool of qualified applicants needed in filling up vacancies.

10. 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.

11. Wide dissemination of this Memorandum is desired.

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

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Enclosure to the Division Memorandum No. 316 s. 2026

Annex C-1

CHECKLIST OF REQUIREMENTS

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 HRMO/HR Office/sub-committee)*	
			Status of Submission *(Check if complied)*	Remarks
a.	Letter of intent addressed to the SDS			
b.	Duly accomplished PDS 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 PRC 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 HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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 compliance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", all electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and in instance that 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 so as to be usable for subsequent reference.