



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

February 14, 2023

DIVISION MEMORANDUM  
No. 054 s. 2023

**DISTRICT RANKING FOR VACANT ADMINISTRATIVE AIDE I (UTILITY  
WORKER I) POSITION IN THE DISTRICT OF PLARIDEL**

To: Public Schools District Supervisor  
HRMPSB Members  
Elementary School Principals/OICs  
Teaching Personnel of Plaridel District  
All Others Concerned

1. This is to announce that District Open Ranking for vacant Administrative Aide I position in Plaridel District shall be held on February 28, 2023 9:00am at Plaridel Central School.
2. 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.
3. The Qualification Standards (QS) for the positions are as follows:

Position Title/Salary Grade	Education Requirement	Experience Requirement	Training Requirement	Eligibility Requirement
Administrative Aide I/SG-01	Must be able to read and write	None required	None required	None

4. District HRMPSB shall be composed of the following:

Chairperson : Public Schools District Supervisor  
Members : Central School Principal  
One (1) School Principal  
One (1) Master Teacher

Secretariat : Administrative Officer II (Central School)





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5. The evaluation of original documents shall be based on DepEd Order No. 66, s. 2007. No additional documents will be accepted after the ranking procedure.
  - g. Letter of Intent (indicate the position/s you intend to apply)
  - h. Official Transcript of Records
  - i. Updated Service Records
  - j. Latest CSC Attested Appointment (or SDS signed appointment in lieu of attested appointment if still not released by CSC)
  - k. Performance Rating for three (3) consecutive rating periods
  - l. Certificates, MOVs and other documents determinants
6. The Schools Division Superintendent must be furnished with the copy of the result and should be posted in three (3) conspicuous places.
7. Wide dissemination of this Memorandum is desired.

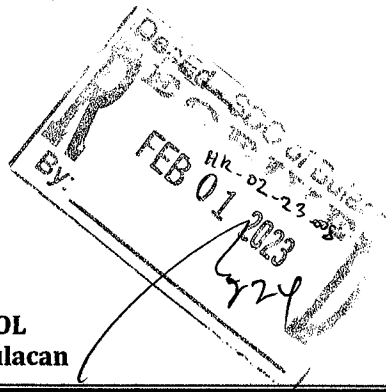
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

HR/hrmo





Republic of the Philippines  
Department of Education  
Region III  
Schools Division of Bulacan  
**PLARIDEL ELEMENTARY SCHOOL**  
J. Garcia St., Poblacion, Plaridel, Bulacan



February 1, 2023

**ROWENA T. QUIAMBAO, CESE**  
Assistant School Division Superintendent  
Officer-in-Charge  
Office of the School Division Office of Bulacan

Madam:

This is to respectfully request for Open Ranking for a vacant Administrative Aide I (SG 1) position with item number OSEC-DECSB-ADA1-150165-2004 due to retirement of its incumbent which took effect on January 1, 2023.

The said item was approved for conversion from Co-Terminus Item (CTI) to Regular Item on January 17, 2023 by the Department of Budget and Management (DBM) and was published last January 18, 2023.

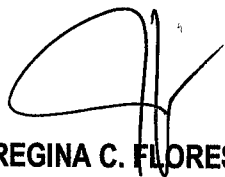
Hoping for favorable response that you will accord with this request.

Thank you.

Respectfully yours,

  
**MA. LORENA B. CARDENAS**  
Principal IV

Noted:

  
**DULCE REGINA C. FLORES, PhD**  
Public Schools District Supervisor

