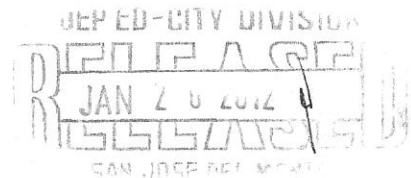




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan




January 19, 2012

DIVISION MEMORANDUM
No. 13 s. 2012

**SCHEDULE OF OPEN RANKING FOR ELEMENTARY SCHOOL
PRINCIPAL II, PRINCIPAL III & PRINCIPAL IV**

To: All District Supervisors
All Elementary School Principals/Head Teachers

1. The City Schools Division will conduct an open ranking for Elementary School Principal II, Principal III & Principal IV positions on January 31, 2012 (Tuesday) at 9:00 a.m. at the Division Office Conference Hall, City of San Jose del Monte, Bulacan.
2. For Principal IV, candidates must have at least one (1) year experience as Elementary School Principal III with Bachelor's Degree in Elementary Education and 8 hours of relevant training.
3. For Principal III, candidates must have at least one (1) year experience as Elementary School Principal II with Bachelor's Degree in Elementary Education and 8 hours of relevant training.
4. For Principal II, candidates must have at least one (1) year as Elementary School Principal I with Bachelor's Degree in Elementary Education and 8 hours of relevant training.
5. Candidates must submit the original or certified true copies of the following documents one day before the open ranking:
 - a. Appointment papers
 - b. Transcript of Records (College and Masteral Degree or Doctoral degree, if any)
 - c. Accomplishments/ Achievements
 - d. Performance Rating for the last three (3) rating period
 - e. Certificate of Seminars/Training attended (Regional or National)
6. All documents must be arranged and labeled according to criteria/guidelines, DepEd Order No. 42 s. 2007.
7. Immediate and wide dissemination of this memorandum to all concerned is desired.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent