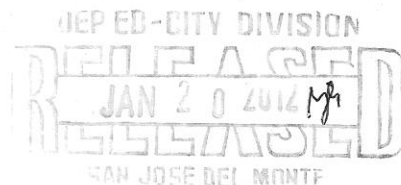




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte  
Bulacan



January 19, 2012

**DIVISION MEMORANDUM**

No. 14 s. 2012

**SCHEDULE OF OPEN RANKING FOR RECLASSIFICATION OF  
POSITION TO MASTER TEACHER FOR SAN JOSE DEL MONTE HIGH SCHOOL**

To: All Education Program Supervisor  
All Secondary School Principals  
All Department Heads/ Subject Coordinators

1. The City Schools Division will conduct an open ranking for reclassification of position to Master Teacher of the following subject area: Social Studies and Filipino of San Jose del Monte High School on February 15, 2012 (Wednesday) at 9:00 a.m. at the Division Office Conference Hall, City of San Jose del Monte, Bulacan.
2. Qualified candidates are those who have served at least three (3) years relevant experience with demo teaching in the school/division and eighteen (18) M.A. units or its equivalent.
3. Candidates must submit a photocopy of the following documents on February 13, 2012 (Monday) for pre-evaluation and original copy on the day of the open ranking.
  - a. Approved Appointment paper as Teacher
  - b. Transcript of Records (Master's Degree)
  - c. Performance Rating for the last three (3) years
  - d. Certificates and accomplishment reports as subject coordinator of grade chairman/ chairman of special committee/ headed educational research/coordinator of community project or activity or program/managed or organized as in-service activity/ authorship/ demo-teaching/ curriculum instructional materials/ effective teaching strategy/ simplification of work/ income generating project.
4. All documents must be arranged and labeled based on the said criteria.
5. Enclosed are the criteria of evaluation for your guidance.
6. Immediate and wide dissemination of this memorandum to all concerned is desired.

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