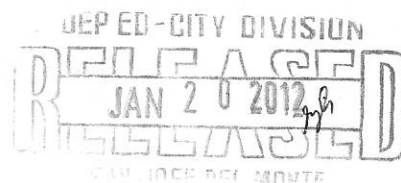




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



January 19, 2012

DIVISION MEMORANDUM

No. 15 s. 2012

**SCHEDULE OF OPEN RANKING FOR RECLASSIFICATION OF
POSITION TO HEAD TEACHER FOR TOWERVILLE HIGH SCHOOL**

To: All Education Supervisor
All Secondary School Principals

1. The City Schools Division will conduct an open ranking for reclassification of position to Head Teacher of the following subject area: English, Math and Science of Towerville High School on February 16, 2012 (Thursday) 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 one (1) year as Teacher-in-Charge or three (3) years teaching experience with satisfactory performance for the least three (30 rating periods and twenty-four (24) hours of relevant training.
3. Candidates must submit a photocopy and original copy of the following on February 13, 2012 (Monday) for pre-evaluation.
 - a. Approved Appointment of the incumbent
 - b. Performance Rating for the last three (3) rating periods
 - c. Work Experience relative to the duties and functions of the position (Head Teacher)
 - d. Outstanding Employee Award/Innovations/Research and Development Projects/Publication/Authorship/Consultancy/Resource Speakership in Trainings/Seminars/Workshops
 - e. Transcript of Records (College and Master's Degree or Doctoral Degree, if any)
 - f. Certification of Masteral units earned and M.A. curriculum signed by the school/university registrar
 - g. Certificate of Seminars/Training attended (Division, Regional, National)
4. Immediate and wide dissemination of this memorandum to all concerned is desired.


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