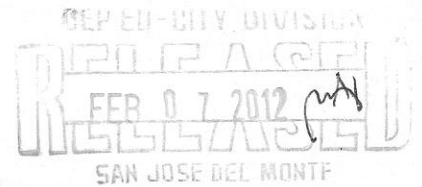




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



February 6, 2012

DIVISION MEMORANDUM

No. 24 s. 2012

**SCHEDULE OF OPEN RANKING FOR RECLASSIFICATION OF
POSITION TO MASTER TEACHER I FOR SAN JOSE DEL MONTE EAST DISTRICT**

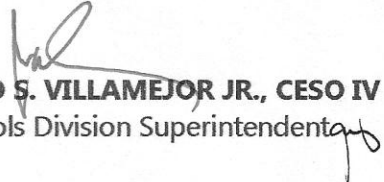
To: All Education Program Supervisors

All District Supervisors

All Elementary School Principals/OICs

All Elementary School Teaching Personnel

1. The City Schools Division will conduct an open ranking for reclassification of position to Master Teacher I for San Jose Del Monte East District as well as the vacant item on February 21, 2012 (Tuesday) at 8:30 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 17, 2012 (Friday) arranged and labeled accordingly with the result of the pre-evaluation conducted by the district office attached and original copy of documents on the day of the open ranking.
 - a. Approved Appointment paper as Teacher/ Teacher III for vacant item
 - b. Transcript of Records (Master's Degree), M.A. curriculum duly certified by the school registrar, certification from the school registrar as to the units earned
 - 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. The result of the pre-evaluation conducted by the district will not affect in anyway the result in the division ranking wherein the latter will be the basis for recommendation for reclassification of position to the regional office.
5. Immediate and wide dissemination of this memorandum to all concerned is desired.


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