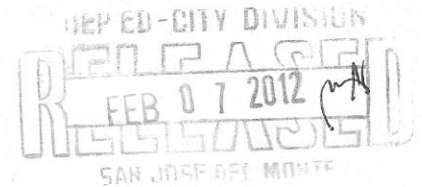




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



February 6, 2012

DIVISION MEMORANDUM
No. 25 s. 2012

**SCHEDULE OF OPEN RANKING FOR RECLASSIFICATION OF
POSITION TO MASTER TEACHER II 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 II for San Jose Del Monte East District on February 22, 2012 (Wednesday) 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 one (1) year as Master Teacher I with demo teaching in the division and has complete academic requirement (CAR) for Masters Degree.
3. Candidates must submit a photocopy of the following documents on February 20, 2012 (Monday) 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 Master Teacher I
 - 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 