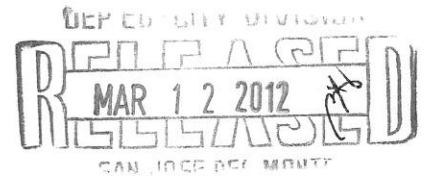


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte  
Bulacan



March 7, 2012

**DIVISION MEMORANDUM**

No. 57 s. 2012

**SCHEDULE OF OPEN RANKING OF LIBRARIAN FOR THE DIVISION LIBRARY HUB**

To : All Education Program Supervisors  
All District Supervisors  
All Elementary and Secondary School Principals/Teacher-in-Charge  
All Division Unit Heads  
All Teaching and Non-Teaching Personnel

1. The City Schools Division will conduct an open ranking for Librarian position for the Division Library Hub on April 12, 2012 (Thursday) at 9:00 a.m. at the Division Office Conference Hall, San Jose Del Monte Elementary School, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
2. Applicants must be a graduate of Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science with Library Science eligibility.
3. Photocopy of the following documents, verified from the original, must be submitted by the applicants on April 10, 2012 (Tuesday) for pre-evaluation and the original copy during the open ranking:
  - a. Service Record/Appointment Paper/Certificate of Employment
  - b. Transcript of Records (Baccalaureate Degree, Masteral Degree, Doctorate if there's any)
  - c. Performance Rating for the last three (3) years
  - d. Outstanding Employee Award/ Innovations/ Research and Development Projects/ Publication/ Authorship/ Consultancy/ Resource Speakership in Trainings/ Seminars
  - e. Certificate of Seminars/ Training attended (division, regional or national)
4. Immediate and wide dissemination of this memorandum to all concerned is desired.

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

AO1  
rhea