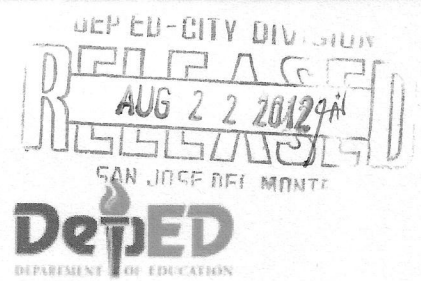


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



August 17, 2012

DIVISION MEMORANDUM

No. 138 s. 2012

**SCHEDULE OF OPEN RANKING FOR RECLASSIFICATION OF POSITION TO
MASTER TEACHER I POSITION OF SAPANG PALAY NATIONAL HIGH SCHOOL**

To: All Education Program Supervisors
All Secondary School Principals/OICs

1. The City Schools Division will conduct an open ranking for natural vacancy of Master Teacher I position of Sapang Palay National High School on August 28, 2012 (Tuesday) 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 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 August 24, 2012 (Friday) arranged and labeled accordingly with the result of the pre-evaluation conducted by the school attached and original copy of documents on the day of the open ranking.
 - a) Approved Appointment paper as Teacher III
 - 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.

The result of the pre-evaluation conducted by the school will not affect in anyway the result in the division ranking.

4. Immediate and wide dissemination of this memorandum to all concerned is desired.


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