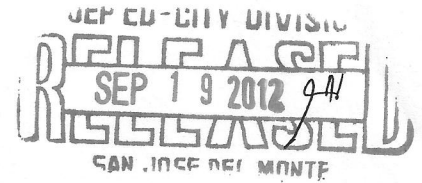


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



September 18, 2012

DIVISION MEMORANDUM

No. 162 s. 2012

SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE OFFICER I

- To: All Education Supervisors
All District Supervisors
All Elementary and Secondary Principals/OICs
All Non-Teaching Personnel
1. The City Schools Division will conduct an open ranking for Administrative Officer I (Cashier I) of San Jose del Monte National Trade School on October 09, 2012 (Tuesday) at 9:00 am at the Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
 2. Qualified candidates are those who completed his/her four (4) years studies in college and a career service (professional) or appropriate eligibility for second level position.
 3. Candidates must submit xerox copies of the following documents on October 8, 2012 (Monday) and the original copy during the open ranking:
 - a. Application Letter
 - b. Personal Data Sheet (Form 212)
 - c. Appointment paper/s / Service Record and Certificate of Employment
 - d. Transcript of Records/ Form 137/Diploma
 - e. Accomplishments/ Achievements (Outstanding Employee Award/ Innovations/ Research and Development Projects/ Publication/ Authorship/ Consultancy/ Resource Speaker in Trainings/ Seminars)
 - f. Performance Rating for the last three (3) years
 - g. Certificate of Seminars/Training attended
 4. Immediate and wide dissemination of this memorandum to all concerned is desired.


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