



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



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January 15, 2018

DIVISION MEMORANDUM

No. 6 s. 2018

SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS

School Principal II, School Principal I and Head Teacher V (Elementary)

To : Assistant Schools Division Superintendent
 Division Chief, Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. This City Schools Division will conduct an open ranking for the following positions at the Division Conference Room, Poblacion, City of San Jose Del Monte, Bulacan, to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
1 - SG 20	SCHOOL PRINCIPAL II	Education: Bachelor's Degree in Elementary Education or bachelor's degree plus 18 professional units in Education plus 6 units of Management Experience: 1 year as Principal Training : Forty (40) hours of relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	Tuesday February 20, 2018 9 A.M.
1 - SG 19	SCHOOL PRINCIPAL I	Education: Bachelor's Degree in Elementary Education or bachelor's degree plus 18 professional units in Education Experience : Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years Training : 40 hours of relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	
1 - SG 18	HEAD TEACHER V	Education: Completion of 24 units for a Master's degree in Education or its equivalent with appropriate field of specialization Experience : One (1) year Head Teacher IV or 2 years as Head Teacher III Training : 16 hours of relevant training Eligibility : RA 1080 (Teacher)	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Monday, February 5, 2018, 5:00 P.M. for pre-evaluation, to wit:
 - a. Letter of Intent
 - b. Sworn Statement that all documents submitted and presented are true and correct
 - c. Updated Personal Data Sheet
 - d. Duly signed Performance Rating for the last three (3) rating periods
 - e. Service Record / Designation
 - f. Approved appointment of the incumbent
 - g. Proofs of Outstanding Accomplishments per DepEd Order No. 42 s. 2007.
 - h. Transcript of Records (Highest Educational Attainment)
 - i. Certificate of Seminars / Trainings attended
 - j. Certificate of Eligibility
3. Please bring original copies and other supporting documents on the day of the open ranking.
4. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent