



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



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October 5, 2016

DIVISION MEMORANDUM

No. **176** s. 2016

SCHEDULE OF OPEN RANKING FOR VACANT NON-TEACHING AND TEACHING RELATED POSITIONS

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

**DO CSJDM
 RELEASED**
 OCT 07 2016
 By: *PEP*
 Records Unit *S. B.*

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, using DepEd Order No. 66, s. 2007 – "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
2	ADMINISTRATIVE ASSISTANT III 1-KAKAWATE HS 1-TOWERVILLE HS	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	Wednesday October 26, 2016 8:30 A.M.
2	ADMINISTRATIVE ASSISTANT II 1-GRACEVILLE HS 1-KAKAWATE HS	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	
1	ADMINISTRATIVE ASSISTANT I – DIVISION OFFICE	Education : Completion of two years in college Experience : None Required Training : None Required Eligibility : Career Service (Sub-professional) First Level Eligibility	
3	ADMINISTRATIVE AIDE VI – DIVISION OFFICE	Education : Completion of two years in college Experience : None Required Training : None Required Eligibility : Career Service (Sub-professional) First Level Eligibility	1:30 P.M.
1	PUBLIC SCHOOLS DISTRICT SUPERVISOR	Education : Master's Degree in Education or other relevant Master's Degree Experience : 5 years cumulative experience in instructional supervision and school management Training : 16 hours relevant training Eligibility : RA 1080 (Teacher)	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Wednesday, October 19, 2016 for pre-evaluation. No other documents shall be accepted after the deadline. Please bring the original copies and other supporting documents on the day of the open ranking, to wit:
- Application Letter
 - Sworn Statement that all documents submitted and presented are true and correct
 - Updated Personal Data Sheet
 - Duly signed Performance Rating for the last three (3) rating periods (PAST and IPCRF)
 - Service Record / Designation / Approved appointment of the incumbent
 - Proofs of Outstanding Accomplishments as per DepEd Order No. 66 s. 2007
 - Transcript of Records (Masters or Doctoral Degree)
 - Certificate of Seminars/Trainings attended (not credited during the last promotions)
3. Immediate and wide dissemination of this memorandum is desired.

G. Pascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent