



November 8, 2016

DIVISION MEMORANDUM

No. 217 s. 2016

SCHEDULE OF OPEN RANKING FOR VARIOUS POSITIONS

To: Assistant Schools Division Superintendent
 Division Chiefs
 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 on the indicated dates, to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
1	Education Program Supervisor (FILIPINO)	Education : Master's degree in Education or other relevant master's degree with specific area of specialization Experience: 2 years as Elementary Principal or 2 years as Master Teacher or 5 years teaching experience Training : 4 hours of relevant training Eligibility : RA 1080	Tuesday, December 20, 2016 1:30 P.M.
1	Senior Education Program Specialist (SOCIAL MOBILIZATION & NETWORKING)	Education : Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job Experience: 2 years experience in education research, development, implementation or other relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position	
2	Head Teacher V – Elementary	Education : Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization Experience: Head Teacher for 4 years; or Master Teacher for 3 years Training : 24 hours of relevant training Eligibility : RA 1080	8:30 A.M.
2	Head Teacher III 1 – Paradise Farms NHS (SCIENCE) 1 – San Jose Del Monte NHS (ESP)	Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization Experience: Head Teacher for 2 years; or Teacher for 5 years Training : 24 hours of relevant training Eligibility: RA 1080	
2	Head Teacher III – Elementary	Education : Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units Experience: Head Teacher for 2 years, or Teacher-In-Charge for 2 years; or Teacher for 5 years Training : 24 hours of relevant training Eligibility: RA 1080	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before December 1, 2016, 9:00 A.M. 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:
 - 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 as per **DepEd Order No. 66 s. 2007** (for EPS & SEPS applicants) and **DepEd Order No. 42, s. 2007** (for Head Teacher applicants)
 - h. Transcript of Records (Highest educational attainment)
 - i. Certificate of Seminars/Trainings attended
3. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent