



November 8, 2016

**DIVISION MEMORANDUM**

No. 218s. 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

- 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
3	School Principal II 1 Elementary 2 Secondary	Education: Bachelor's degree in Elementary / Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management Experience : 1 year as Principal Training : 40 hours of relevant training Eligibility : RA 1080	Wednesday, December 21, 2016 8:30 A.M.
2	School Principal III 1 Elementary 1 Secondary	Education : Bachelor's degree in Elementary / Secondary Education; or Bachelor's degree with 18 professional Experience : 2 years as Principal Training : 40 hours of relevant training Eligibility : RA 1080	1:30 P.M.
2	School Principal IV 1 Elementary 1 Secondary	Education : Bachelor's degree in Elementary/ Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management Experience : 3 years as Principal Training : 40 hours of relevant training Eligibility : RA 1080	

- 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:
  - Letter of Intent
  - 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 (PASSA and IPCRF)
  - Service Record / Designation
  - Approved appointment of the incumbent
  - Proofs of Outstanding Accomplishments as per **DepEd Order No. 42 s. 2007**
  - Transcript of Records (Highest educational attainment)
  - Certificate of Seminars/Trainings attended
- Immediate and wide dissemination of this memorandum is desired.

*GHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent