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 Records Unit

January 30, 2018

DIVISION MEMORANDUM
 No. 22 s. 2018

**SCHEDULE OF OPEN RANKING FOR VARIOUS NON-TEACHING POSITIONS:
 CHIEF EDUCATION SUPERVISOR –SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD), EDUCATION
 PROGRAM SPECIALIST-HRDD, ADMINISTRATIVE ASSISTANT III - MUZON HARMONY HILLS HIGH SCHOOL AND
 ADMINISTRATIVE ASSISTANT II (SENIOR HIGH SCHOOL)**

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 24	CHIEF EDUCATION SUPERVISOR- SGOD	Education : Master's degree in Education or other relevant master's degree Experience : Four (4) years relevant experience involving management and supervision Training : Twenty four (24) hours training Eligibility : RA 1080 (Teacher)	Wednesday March 7, 2018 9 A.M.
1 - SG 16	EDUCATION PROGRAM SPECIALIST II – HRDD	Education : Bachelor's Degree in Education or its equivalent Experience : Two (2) years experience in education, research, development, implementation or other relevant experience Training : 4 hours relevant training Eligibility : RA 1080 Career Service Professional	
1 - SG 9	ADMINISTRATIVE ASSISTANT III 1 – Muzon Harmony Hills HS	Education : Bachelor's Degree in Business Administration, Major in Accounting, or Completion of at least two years of studies in Bachelor's Degree in Accountancy, or Commerce, or Completion of 2 yrs studies in college with at least 9 units in accounting subjects Experience : One (1) year relevant experience in accounting activities / tasks Training : Four (4) hours relevant training in accounting; and 4 hours training on the use of computers spreadsheet software (e.g. MS Excel) Eligibility : Career Service (Sub-professional) First Level Eligibility	
1 - SG 8	ADMINISTRATIVE ASSISTANT II – SENIOR HS	Education : Completion of two (2) years in College Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Tuesday, February 20, 2018, 5:00 P.M. for pre-evaluation, 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
 - Service Record / Designation
 - Approved appointment of the incumbent
 - Proofs of Outstanding Accomplishments per DepEd Order No. 66, s. 2007
 - Transcript of Records (Highest Educational Attainment)
 - Certificate of Seminars / Trainings attended
 - 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.

GHPascual
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent