



June 21, 2018

**DIVISION MEMORANDUM**

No. 91 s. 2018

**SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS**  
 Attorney III (1) and Public Schools District Supervisor (2)

To: Assistant Schools Division Superintendent  
 Division Chiefs, Unit Heads  
 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, to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
1	ATTORNEY III- SG 21	Education : Bachelor of Laws Experience : One (1) year of relevant experience Training : Four (4) hours relevant training Eligibility : RA 1080 ( Bar )	Wednesday July 25, 2018
2	PUBLIC SCHOOLS DISTRICT SUPERVISOR -SG 22	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 )	9 A.M.

- Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Wednesday, July 11, 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 ( PAST and IPCRF )
  - Service Record / Designation
  - Approved appointment of the incumbent
  - Proofs of Outstanding Accomplishments per DepEd Order 66, 2007
  - Transcript of Records ( Highest Educational Attainment )
  - Certificate of Seminars / Trainings attended
  - Certificate of Eligibility
- Please bring original copies and other supporting documents on the day of the open ranking.
- Immediate and wide dissemination of this memorandum is desired.

*Germelina H. Pascual*  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent