Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
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DO CSJDM
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JUN 28 2018
By:
Records Unit

June 25, 2018

DIVISION MEMORANDUM
No. 92 s. 2018

SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS
Assistant School Principal II – Senior High School (8), School Principal I – Elementary (3)

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
8 – SG 19	ASSISTANT PRINCIPAL II	Education : Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education Experience : Two (2) years relevant experience Training : Eight (8) hours relevant training Eligibility : RA 1080 (LET/PBET and NQESH)	Thursday July 26, 2018 9 A.M.
3 – SG 19	SCHOOL PRINCIPAL I	Education: Completion of 24 units for a Master's degree in Education or its equivalent with appropriate field of specialization Experience : Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years Training : 40 hours of relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Friday, July 13, 2018, 5:00 P.M. for pre-evaluation, 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 per DepEd Order No. 42 s. 2007.
   h. Transcript of Records (Highest Educational Attainment)
   i. Certificate of Seminars / Trainings attended
   j. 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.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent