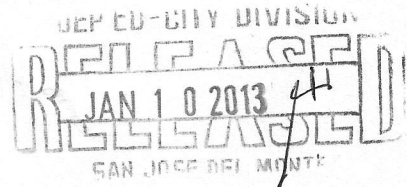


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
Bulacan



January 7, 2013

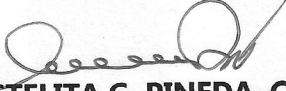
DIVISION MEMORANDUM

No. 5 s. 2013

**SCHEDULE OF OPEN RANKING FOR OFFICER-IN-CHARGE
FOR ELEMENTARY SCHOOL**

To : All Education Program Supervisors
All District Supervisors
All Elementary Principals/Head Teachers
All Secondary School Principals/Head Teachers

1. The City Schools Division will conduct an open ranking for Officer-In-Charge (OIC) position for Elementary School on January 16, 2013 (Wednesday) at 1:00 p.m. at Division Office Conference Hall, Poblacion, City of San Jose del Monte, Bulacan.
2. Candidates must be a Teacher III/ Master Teacher I/ Master Teacher II/ Head Teacher I/ Head Teacher II/ Head Teacher III/ Head Teacher IV/ Head Teacher V/ Head Teacher VI with eight (8) hours of relevant training.
3. Candidates must submit then certified true copies of the following documents on January 15, 2013 (Tuesday) for pre-evaluation and original copies during the open ranking:
 - a) Approved appointment of the incumbent
 - b) Designation letter duly signed by the Schools Division Superintendent and/ or Public Schools District Supervisor
 - c) Transcript of Records (Baccalaureate, Master's Degree or Doctorate, if any)
Certification of units earned, Masteral/Doctorate curriculum
 - d) Experience/ Outstanding Employee Award/ Innovations/ Research and
Development Projects/ Publication/ Authorship/ Consultancy/ Resource Speakership
 - e) Performance Rating for the past three (3) years
 - f) Certificate of Seminars/ Training attended (regional/national)
4. Immediate and wide dissemination of this memorandum to all concerned is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

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