



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



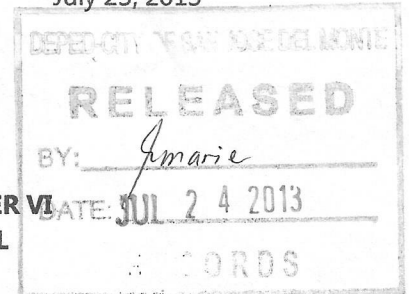
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July 23, 2013

**DIVISION MEMORANDUM**


No. 97 s. 2013

**SCHEDULE OF OPEN RANKING FOR HEAD TEACHER VI  
FOR SAPANG PALAY NATIONAL HIGH SCHOOL**

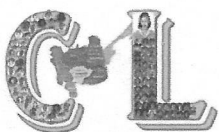


To : All Education Program Supervisors/Coordinators  
All Secondary School Principals/OICs  
All Secondary School Teaching Personnel

1. This City Schools Division will conduct an open ranking for Head Teacher VI position for Sapang Palay National High School on Thursday, August 1, 2013 at 8:30 a.m at the Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
2. Qualified candidates are those who have served at least five (5) years as Head Teacher V or Master Teacher for four (4) years with satisfactory performance for the least three (3) rating periods and twenty-four (24) hours of relevant training.
3. Candidates must submit a photocopy of the following on Tuesday, July 30, 2013 for pre-evaluation and original copy on the day of the open ranking:
  - a. Approved appointment of the incumbent
  - b. Transcript of Records (College and Master's Degree or Doctoral Degree, if any)
  - c. Experience/ Outstanding Employee Award/ Innovations/Research and Development Projects/Publication/Authorship/Consultancy/Resource Speakership
  - d. Performance Rating for the last three (3) rating periods
  - e. Certificate of Seminars/Training attended
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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*"Collaborating with our Leaders, Caring for our Learners"*

