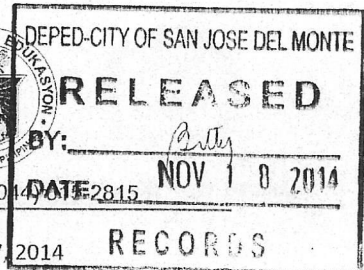




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte

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November 17, 2014

**DIVISION MEMORANDUM**

No. 225 s. 2014

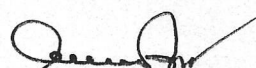
**SCHEDULE OF EVALUATION OF DOCUMENTS FOR RATIONALIZATION PLAN OF NON-TEACHING APPLICANTS**

To: All Education Program Supervisors  
 All Secondary School Principals/OICs  
 All Elementary School Principals/OICs  
 All District Supervisors  
 All Non-Teaching Personnel /All Others Concerned

1. This City Schools Division will conduct an evaluation of documents of all applicants for the following positions on December 9, 2014 (Tuesday) at 10:00 am at Division Conference Hall, City of San Jose del Monte, Bulacan:

| POSITIONS                                      | SALARY GRADE |
|--|--------------|
| 1. Assistant Schools Division Superintendent   | 25           |
| 2. Chief Education Supervisor                  | 24           |
| 3. Public Schools District Supervisor          | 22           |
| 4. Attorney III                                | 21           |
| 5. Senior Education Program Specialist II      | 19           |
| 6. Information Technology Officer I            | 19           |
| 7. Engineer III                                | 19           |
| 8. Accountant III                              | 19           |
| 9. Administrative Officer V                    | 18           |
| 10. Health Education and Promotion Officer III | 18           |
| 11. Planning Officer III                       | 18           |
| 12. Dentist II                                 | 17           |
| 13. Education Program Specialist II            | 16           |
| 14. Planning Development Officer II            | 15           |
| 15. Administrative Officer IV                  | 15           |
| 16. Nurse II                                   | 15           |
| 17. Librarian II                               | 15           |
| 18. Administrative Assistant III               | 9            |
| 19. Administrative Assistant II                | 8            |
| 20. Administrative Assistant I                 | 7            |
| 21. Administrative Aide VI                     | 6            |
| 22. Administrative Aide IV                     | 4            |

2. Relative to this, all interested candidates are requested to submit the following photocopies of documents not later than December 4, 2014 (Thursday) and must bring the original copies on the day of the open ranking:
  - a. Application Letter
  - b. Personal Data Sheet (Form 212)
  - c. Appointment paper/s / Certificate of Employment
  - d. Transcript of Records / Form 137 / Diploma
  - e. Accomplishments / Achievements
  - f. Performance Rating (3 rating period)
  - g. Certificate of Seminars / Training attended
  - h. Certificate of Civil Service Eligibility / License / Rating
3. 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*

