

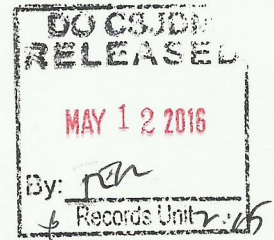


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region III
DIVISION OF CITY SCHOOLS
 City of San Jose del Monte



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May 11, 2016



DIVISION MEMORANDUM

No. 77 s. 2016

SCHEDULE OF OPEN RANKING FOR VACANT POSITIONS

To: Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

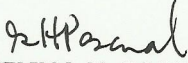
- Pursuant to DepEd Order No. 19, s. 2016 dated April 6, 2016 and DepEd Memo OR-GO-2016-GOA-089 dated April 22, 2016, this City Schools Division will conduct open ranking at the Division Conference Room for the following positions:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
6	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	May 26, 2016 8 -12 A.M.
5	ADMINISTRATIVE OFFICER II	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service (Professional) Second Level Eligibility	
1	NURSE II	Education : Bachelor of Science in Nursing Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : RA 1080	May 26, 2016 1 - 5 P.M.
5	REGISTRAR I	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service (Professional) Second Level Eligibility	
2	PROJECT DEVELOPMENT OFFICER I	Education : Bachelor's degree relevant to the job Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Professional) Second Level Eligibility	May 27, 2016 8 - 12 A.M.
19	ADMINISTRATIVE ASSISTANT II	Education : Completion of two (2) years in College Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	

2. Interested applicants must submit to the HR Unit the following documents arranged consecutively on or before Thursday, May 19, 2016 for pre-evaluation and original copy on the day of the open ranking, to wit:

- a. Application Letter
- b. Sworn Statement that all documents submitted and presented are true and correct
- c. Updated Personal Data Sheet
- d. Performance Rating for the last three (3) rating periods
- e. Service Record / Designation
- f. Approved appointment of the incumbent
- g. Proofs of Outstanding Accomplishments as per DepEd Order No. 66 s. 2007 and 42, s. 2007
- h. Transcript of Records (Masteral or Doctoral Degree)
- i. Certificate of Seminars/Training attended

3. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent