

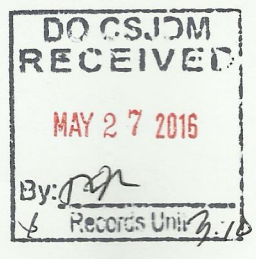


May 27, 2016

**DIVISION MEMORANDUM**

No. 92 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

1. 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
2	PROJECT DEVELOPMENT OFFICER I SG 11	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	June 15, 2016  8 -12 A.M.
4	ASSISTANT PRINCIPAL II SG 19	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	
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	June 15, 2016  1 - 5 P.M.
2	REGISTRAR I SG 11	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service (Professional) Second Level Eligibility	

2. Interested applicants must submit to the HR Unit the following documents arranged consecutively on or before Monday, June 6, 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. 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 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
  
4. Immediate and wide dissemination of this memorandum is desired.

**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent