



August 1, 2016

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DIVISION MEMORANDUM

No. 131s. 2016

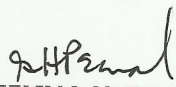
SCHEDULE OF OPEN RANKING FOR VACANT NON-TEACHING POSITIONS

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

1. This City Schools Division will conduct open ranking for the following positions at the Division Conference Room, Poblacion, City of San Jose del Monte, Bulacan using DepEd Order No. 66 s. 2007- "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", to wit :

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
4	ADMINISTRATIVE ASSISTANT III (Sr. Bookkeeper) – SG 9 1-SAN MARTIN HS 1-KAKAWATE HS 1-GRACEVILLE HS 1-DIVISION OFFICE	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	Thursday September 1, 2016 9 A.M. - 12 P.M.
1	ADMINISTRATIVE ASSISTANT II – DIVISION OFFICE (Finance Unit) – SG 8	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	
12	ADMINISTRATIVE ASSISTANT II – SG 8 (SENIOR HS)		
1	ADMINISTRATIVE ASSISTANT I – DIVISION OFFICE (Finance Unit) – SG 7	Education : Completion of two years in college Experience : None Required Training : None Required Eligibility : Career Service (Sub-professional) First Level Eligibility	Thursday September 1, 2016
3	ADMINISTRATIVE AIDE VI – DIVISION OFFICE - SG 6 1 – Supply / Property Unit 1 – Cashier's Unit 1 – CID	Education : Completion of two years in college Experience : None Required Training : None Required Eligibility : Career Service (Sub-professional) First Level Eligibility	2 – 4 P.M.
1	PROJECT DEVELOPMENT OFFICER I (SHS) – 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	

2. Interested applicants must submit to the HR Unit the following documents arranged consecutively on or before Wednesday, August 24, 2016 for pre-evaluation. No other documents shall be accepted after the deadline. Please bring the original copy and other supporting documents 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 (PAST and IPCRF)
 - e. Service Record / Designation
 - f. Approved appointment of the incumbent
 - g. Proofs of Outstanding Accomplishments as per DepEd Order No. 66 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