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DIVISION MEMORANDUM

No. 132 s. 2016

SCHEDULE OF OPEN RANKING FOR VACANT POSITIONS

To : Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals / OICs
All Others Concerned

- The City Schools Division will conduct an open ranking on Friday, September 2, 2016 at the Division Conference Room for the following vacant positions :

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	TIME OF RANKING
1	HEAD TEACHER V (ELEMENTARY)	EDUCATION : Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units w/ appropriate field of specialization EXPERIENCE : HT for 4 years or MT for 3 years TRAINING : 24 hours relevant training ELIGIBILITY : RA 1080	9 -10 A.M.
6	MASTER TEACHER I (ELEMENTARY)	Education Bachelor of Elementary Education (BEEEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education of its equivalent EXPERIENCE : 3 years relevant experience (Teacher III for at least one year) with demo teaching in the district/ division TRAINING : none required ELIGIBILITY : RA 1080	10 A.M.– 12 P.M.
1	HEAD TEACHER II (MUZON HIGH SCHOOL) - SOCIAL STUDIES	EDUCATION : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization EXPERIENCE : 4 years teaching experience (Head Teacher for at least 1 year) TRAINING : 24 hours relevant training ELIGIBILITY : RA 1080	1 – 3 P.M.
1	HEAD TEACHER III (PARADISE FARMS NHS) - ENGLISH	EDUCATION : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization EXPERIENCE : 5 years teaching experience (Head Teacher for at least 2 years) TRAINING : 24 hours relevant training ELIGIBILITY : RA 1080	

- Interested applicants must submit to the HR Unit the following documents arranged consecutively on or before Thursday, August 25, 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:
 - Application Letter
 - Sworn Statement that all documents submitted and presented are true and correct
 - Updated Personal Data Sheet
 - Performance Rating for the last three (3) rating periods
 - Service Record / Designation
 - Approved appointment of the incumbent
 - Proofs of Outstanding Accomplishments as per MEC Order No. 10 s. 1979 for Master Teacher I and DepEd Order No. 42 s. 2007 for Elementary Head Teacher V (with attachments)
 - Transcript of Records (Masteral or Doctoral Degree)
 - Certificate of Seminars/Training attended
- Immediate and wide dissemination of this memorandum is desired.

G. Pascual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent