



July 20, 2017

DIVISION MEMORANDUM

No. **117** s. 2017

SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS

Master Teacher I – Sapang Palay NHS , Head Teacher III – San Jose Del Monte NHS

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

1. This City Schools Division will conduct an open ranking for the following positions at the Division Conference Room, Poblacion, City of San Jose Del Monte, Bulacan, to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
1	MASTER TEACHER I –Sapang Palay NHS – SG 18	Education: Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent Experience: 3 years relevant experience (Currently Teacher III) Training : None Required Eligibility : RA 1080 (Teacher)	Tuesday August 22, 2017 9 -12 A.M.
2	HEAD TEACHER III – SG 16	Education : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization Experience : Head Teacher for 2 yrs or Teacher for 5 yrs (Currently a Head Teacher II) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 (Teacher)	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Wednesday, August 9, 2017, 5:00 P.M. 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 (PAST and IPCRF)
 - e. Service Record / Designation
 - f. Approved appointment of the incumbent
 - g. Proofs of Outstanding Accomplishments per DepEd Order No. 42 s. 2007 (for Head Teacher III) and MEC 10, s. 1979 (for Master Teacher I)
 - h. Transcript of Records (Highest Educational Attainment)
 - i. Certificate of Seminars / Trainings attended
3. Immediate and wide dissemination of this Memorandum is desired.

GHPascal
GERMELINA H. PASCUAL, CESO V
 Schools Division Superintendent



“Collaborating with our Leaders, Caring for our Learners”

