



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



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August 7, 2017

DIVISION MEMORANDUM

No. **129**s. 2017

SCHEDULE OF OPEN RANKING FOR VACANT TEACHING POSITION

Master Teacher I – San Jose Del Monte National Trade School

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 one (1) Master Teacher I for San Jose Del Monte National Trade School on Friday, September 8, 2017 at the Division Conference Room, Poblacion, City of San Jose Del Monte, Bulacan, with the following Qualification Standards:

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)

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Friday, August 25, 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 MEC 10, s. 1979
 - h. Transcript of Records (Highest Educational Attainment)
 - i. Certificate of Seminars / Trainings attended
3. Immediate and wide dissemination of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"

