



January 27, 2017

DIVISION MEMORANDUM

No. 12 s. 2017

SCHEDULE OF OPEN RANKING FOR VACANT POSITIONS (SENIOR HIGH SCHOOL)
(School Principal II, Assistant Principal II, Nurse II, Administrative Officer II, Registrar I)

To : Assistant Schools Division Superintendent
Division Chief, 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 Senior High School positions at the Division Conference Room, Poblacion, City of San Jose Del Monte, Bulacan, to wit:

NO. OF VACANT POSITIONS	POSITION	QUALIFICATION STANDARDS (PER DEPED ORDER 19, S. 2016)	DATE OF RANKING
1	SCHOOL PRINCIPAL II SG-20	Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management Experience : 1 year as Principal Training : 40 hours relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	March 7, 2017 Tuesday 8:30 A.M.
3	ASSISTANT SCHOOL 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 (LET/PBET and NQESH)	
3	NURSE II SG 15	Education : Bachelor of Science in Nursing Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : RA 1080 (Nurse)	
4	ADMINISTRATIVE OFFICER II SG 11	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service (Professional) Second Level	
4	REGISTRAR I SG 11	Education : Bachelor's degree Experience : None Required Training : None Required Eligibility : Career Service (Professional) Second Level	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Friday , February 17, 2017, 9:00 A.M. for pre-evaluation, to wit:
 - a. Letter of Intent
 - 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 and DepEd Order 42, s. 2007 (for Principal II and Assistant Principal II)
 - h. Transcript of Records (Highest Educational Attainment)
 - i. Certificate of Seminars/Trainings attended
3. Only accomplishments after the last promotion will be counted. Please bring original copies and other supporting documents on the day of the open ranking.
4. Immediate and wide dissemination of this memorandum is desired.

GHPsual
GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent