



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



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**DIVISION MEMORANDUM**  
No. 13 s. 2017

February 2, 2017



**SCHEDULE OF OPEN RANKING FOR VACANT POSITIONS**  
( Secondary School Principal I, EPS, Administrative Aide VI, Master Teacher I - Elem, Head Teacher V – Elem )

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
2	School Principal I (Secondary) SG - 19	Education: Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units Experience: Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years Training: 40 hours of relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	March 10, 2017  Friday  8:30 A.M.
1	Education Program Supervisor – EsP SG - 22	Education: Master's degree in Education or other relevant Master's Degree with specific area of specialization Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher Training: 8 hours of relevant training Eligibility: RA 1080 (Teacher)	
1	Administrative Aide VI – Division Office SG - 6	Education: Completion of two years in college Experience: None Required Training: None Required Eligibility: Career Service (Sub-professional) First Level Eligibility	
2	Master Teacher I- Elementary SG-18	Education: Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education; and 18 units for a Master's Degree or its equivalent Experience: 3 years relevant experience Training: None Eligibility: RA 1080 (Teacher)	
1	Head Teacher V – Elementary SG-18	Education: Completion of 24 units for a Master's degree in Education or its equivalent with appropriate field of specialization Experience: 1 year as Head Teacher IV or 2 years as Head Teacher III Training: 16 hours of relevant training Eligibility: RA 1080 (Teacher)	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Thursday, February 23, 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 Accomplishment per DepEd Order No. 66 s. 2007, DepEd Order No. 42, s. 2007, and MEC 10, s. 1979
  - 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.

*GHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent