



February 2, 2017

DIVISION MEMORANDUM

No. 14 s. 2017

SCHEDULE OF OPEN RANKING FOR VACANT POSITIONS

(Head Teacher V – SPNHS, Head Teacher II - SJDM NHS , Master Teacher II – SJDM National Trade School,
Administrative Assistant III- Kakawate 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	Head Teacher V – Sapang Palay NHS SG-18	Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization Experience: Head Teacher for 4 years; or Master Teacher for 3 years Training : 24 hours of relevant training Eligibility : RA 1080 (Teacher)	March 13, 2017 Monday 8:30 A.M.
1	Head Teacher II – SJDM National HS SG-15	Education : Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization Experience: Head Teacher for 1 year; or Teacher for 4 years Training : 24 hours of relevant training Eligibility : RA 1080 (Teacher)	
1	Master Teacher II – SJDM National Trade School SG-19	Education: Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent Experience: 1 year as Master Teacher I or 4 years as Teacher III Training : 4 hours of relevant training Eligibility : RA 1080 (Teacher)	
1	Administrative Assistant III- Kakawate HS	Education: Completion of 2 years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility: Career Service (Sub-professional) First Level Eligibility	

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:
- Letter of Intent
 - Sworn Statement that all documents submitted and presented are true and correct
 - Updated Personal Data Sheet
 - Duly signed Performance Rating for the last three (3) rating periods (PAST and IPCRF)
 - Service Record / Designation
 - Approved appointment of the incumbent
 - Proofs of Outstanding Accomplishments per DepEd Order No. 66 s. 2007, DepEd Order No. 42, s. 2007 and MEC 10, s. 1979
 - Transcript of Records (Highest Educational Attainment)
 - 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.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent