



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

September 7, 2017

DIVISION MEMORANDUM

No. **146**s. 2017

SEP 12 2017

SCHEDULE OF OPEN RANKING FOR VACANT NON-TEACHING POSITIONS [By: _____]

Records Unit

To: Assistant Schools Division Superintendent
 Division Chiefs
 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
8	ADMINISTRATIVE ASSISTANT III 2 – Division Office 1 – Kaypian NHS 1 – Marangal NHS 1 – Muzon Harmony Hills HS 1 – San Jose Del Monte Heights HS 1 – Sto. Cristo NHS 1 – Citrus HS	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	Tuesday October 10, 2017 9 -12 A.M.
9	ADMINISTRATIVE ASSISTANT II 2 – Division Office 1 – Kaypian NHS 1 – Marangal NHS 1 – Muzon Harmony Hills HS 1 – San Jose Del Monte Heights HS 1 – Sto. Cristo NHS 1 – Citrus HS 1 – Senior High School	Education : Completion of two years in college Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	1 P.M. onwards

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Thursday, September 28, 2017, 5:00 P.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 per DepEd Order 66, 2007
 - 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"

