



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



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December 11, 2017

**DIVISION MEMORANDUM**

No. 245 s. 2017

**SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS**

Master Teacher I (2)– Sapang Palay National High School  
 Head Teacher II and Head Teacher I – Muzon High School

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 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 – SG 18	MASTER TEACHER I – MAPEH and Science – Sapang Palay National High School	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)	Tuesday January 16, 2018  9 A.M.
1 – SG 15	HEAD TEACHER II – Science – Muzon High School	Education: Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specializations Experience : Head Teacher for 1 year or Teacher for 4 yrs ( Currently a Head Teacher I ) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 ( Teacher )	
1 – SG 14	HEAD TEACHER I – Filipino – Muzon HS	Education : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization Experience : Teacher in Charge for one year or Teacher for 3 yrs ( Currently a Teacher III ) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 ( Teacher )	

2. Interested applicants must personally submit to the HR Unit the following documents arranged consecutively on or before Wednesday, December 27, 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
  - e. Service Record / Designation
  - f. Approved appointment of the incumbent
  - g. Proofs of Outstanding Accomplishments per DepEd Order No. 42 s. 2007 ( for Head Teacher ) and MEC 10, s. 1979 ( for Master Teacher I )
  - h. Transcript of Records ( Highest Educational Attainment )
  - i. Certificate of Seminars / Trainings attended ( for Head Teachers only)
3. 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