



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



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March 28, 2017

DIVISION MEMORANDUM

No. 49 s. 2017

SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS
Administrative Assistant II – SHS and Master Teacher II – Sapang Palay 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	MASTER TEACHER II – Sapang Palay NHS – 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)	Friday May 5, 2017 9 -12 A.M.
1	ADMINISTRATIVE ASSISTANT II- SHS – SG 8	Education : Completion of two (2) years in College Experience : One (1) year relevant experience Training :Four (4) hours 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 Wednesday, April 19, 2017, 5:00P.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 (for Administrative Assistant II) and MEC 10, s. 1979 (for Master Teacher II)
 - Transcript of Records (Highest Educational Attainment)
 - Certificate of Seminars / Trainings attended
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