

Republic of the Philippines

DEPARTMENT OF EDUCATION Region III

DIVISION OF CITY SCHOOLS

City of San Jose del Monte



March 28, 2017

DO CSJUN

RELEASEL

DIVISION MEMORANDUM

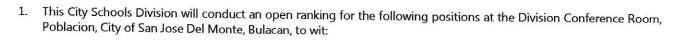
No. 4 g s. 2017

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



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, 5:00 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 No. 66 s. 2007 (for Administrative Assistant II) and MEC 10, s. 1979 (for Master Teacher II)
- h. Transcript of Records (Highest Educational Attainment)
- i. Certificate of Seminars / Trainings attended
- 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.

GERMÉLINA H. PASCUAL, CESO V

Schools Division Superintendent