



June 6, 2017

**DIVISION MEMORANDUM**

No. 90 s. 2017

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

Administrative Assistant III – Division Office (Finance) and Administrative Assistant II – Minuyan National High School (Finance)

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	ADMINISTRATIVE ASSISTANT III- Division Office (Finance) – SG 9	Education : Completion of two (2) years in College Experience : One (1) year relevant experience in Finance Training : Four (4) hours relevant training Eligibility : Career Service (Sub-professional) First Level Eligibility	Thursday July 13, 2017  9 -12 A.M.
1	ADMINISTRATIVE ASSISTANT II- 1 Minuyan NHS ( Finance ) - SG 8	Education : Completion of two (2) years in College Experience : One (1) year relevant experience in Finance 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 Thursday, June 29, 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
  - h. Transcript of Records ( Highest Educational Attainment )
  - i. 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.

*[Signature]*  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent



*“Collaborating with our Leaders, Caring for our Learners”*

