



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
 San Ignacio St., Poblacion, City of San Jose del Monte 3023



July 26, 2018

**DIVISION MEMORANDUM**  
 No. 117s. 2018

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

SPNHS – MT I (3)  
 SJDMNHS – MT II (1), HT III (1), HT II (1)  
 SJDMNTS – MT I (1)

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
1 - SG 19-	MASTER TEACHER II - San Jose del Monte NHS (TLE)	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 (Currently Master Teacher I) Training : 4 hours of relevant training Eligibility : RA 1080 (Teacher)	Thursday August 23, 2018  9 A.M.
4 -SG 18-	MASTER TEACHER I - Sapang Palay NHS (AP, TLE and Science) -San Jose del Monte NTS ( English )	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)	
1 - SG 16-	HEAD TEACHER III - San Jose Del Monte NHS ( Science )	Education : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization Experience : Head Teacher for 2 yrs or Teacher for 5 yrs ( Currently a Head Teacher II ) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 ( Teacher )	
1 - SG 15-	HEAD TEACHER II San Jose del Monte NHS ( English )	Education : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization 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 )	



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2. Interested applicants must personally submit to the Records Unit the following documents arranged consecutively and placed in long white folder with fastener and properly labeled or tagged, on or before Thursday, August 9, 2018, 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  
( Form available in the D.O.)
  - 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 )
  - h. Transcript of Records ( Highest Educational Attainment )
  - i. Certificate of Seminars / Trainings attended ( for Head Teachers only)
  - j. Certificate of Eligibility
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