



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



September 17, 2018

DIVISION MEMORANDUM
No. 74 Js. 2018

SCHEDULE OF OPEN RANKING FOR VARIOUS TEACHING-RELATED AND NON-TEACHING POSITIONS

Education Program Supervisor – LRMDS- CID (1); Nurse II – SGOD (1)
Administrative Assistant II – SHS (3), Graceville NHS (1)

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 - SG 22-	EDUCATION PROGRAM SUPERVISOR – LRMDS	Education: Master's degree in Education or other relevant Master's Degree with specific area of specialization (Preferably English) Experience: Two (2) years as Principal or 2 years as Head Teacher or 2 years as Master Teacher Training :Eight (8) hours of relevant training Eligibility : RA 1080 (Teacher)	Thursday October 18, 2018 9 A.M.
1 -SG 15-	NURSE II	Education : Bachelor of Science in Nursing Experience : One (1) year relevant experience Training : Four (4) hours relevant training Eligibility : RA 1080	
4 -SG 8-	ADMINISTRATIVE ASSISTANT II – Senior HS (3) Graceville NHS (1)	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 Records Unit the following documents arranged consecutively and placed in long white folder with fastener and properly labeled or tagged, on or before Thursday, October 4, 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. 66 s. 2007
 - h. Transcript of Records
 - i. Certificate of Seminars / Trainings attended
 - 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