



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



**DO CSJDM  
 RELEASED**  
 NOV 12 2018  
 By: *[Signature]*  
 Records Unit

October 31, 2018

**DIVISION MEMORANDUM**  
 No. 214s. 2018

**SCHEDULE OF OPEN RANKING FOR NON-TEACHING POSITIONS**  
 Attorney III and Administrative Aide VI – Division Office  
 Administrative Officer I (Cashier) – San Jose del Monte National Trade School

To: Assistant Schools Division Superintendent  
 Division Chiefs, Unit Heads  
 Education Program Supervisors, PSDS's  
 Elementary and Secondary School Heads  
 All Others Concerned

- 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 21	ATTORNEY III – Division Office	Education : Bachelor of Laws Experience : One (1) year of relevant experience Training : Four (4) hours relevant training Eligibility : RA 1080 ( Bar)	Thursday November 29, 2018
1 – SG 6	ADMINISTRATIVE AIDE VI – Division Office	Education : Completion of two years in college Experience : None Required Training : None Required Eligibility : Career Service (Sub-professional) First Level Eligibility	
1 - SG 10	ADMINISTRATIVE OFFICER I – SJDM NATIONAL TRADE SCHOOL	Education : Bachelor's Degree Experience : None Training : None Eligibility : Career Service (Professional) Second Level Eligibility	

- 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 Tuesday, November 20, 2018, 5:00 P.M. for pre-evaluation, to wit:
  - Letter of Intent
  - Sworn Statement that all documents submitted and presented are true and correct ( Form available in the D.O.)
  - Updated Personal Data Sheet
  - Duly signed Performance Rating for the last three (3) rating periods
  - Service Record / Designation
  - Approved appointment of the incumbent
  - Proofs of Outstanding Accomplishments per DepEd Order No. 66 s. 2007
  - Transcript of Records
  - Certificate of Seminars / Trainings attended
  - Certificate of Eligibility
- Please bring original copies and other supporting documents on the day of the open ranking.
- Immediate and wide dissemination of this memorandum is desired.

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