



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: _____
 Records Unit

November 5, 2018

DIVISION MEMORANDUM
 No. 215s. 2018

SCHEDULE OF OPEN RANKING FOR VARIOUS VACANT POSITIONS

Head Teacher III– San Jose del Monte National Trade School
 Head Teacher III (MAPEH) and Head Teacher I (ESP) – Paradise Farms National High School
 Master Teacher I – English – Sapang Palay NHS, Master Teacher II – HUMMS I-C – Senior High School

To : Assistant Schools Division Superintendent
 Division Chiefs, Unit Heads
 Education Program Supervisors, PSDS's
 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
2 -SG 16-	HEAD TEACHER III – SJDMM NATIONAL TRADE SCHOOL – ENGLISH (1) -PARADISE FARMS NHS – MAPEH (1)	Education : Bachelor's degree in education or Bachelor's degree plus 18 professional units in education; both with 18 units for Master's degree in education or its equivalent and with appropriate field of specialization Experience : 2 yrs as Head Teacher or Teacher-in-Charge for 2 yrs or Teacher for 5 yrs Training : Twenty four (24) hours relevant training Eligibility : RA 1080	Monday December 3, 2018
1 – SG 14	HEAD TEACHER I – ESP – PARADISE FARMS NHS	Education : Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization Experience :Teacher in Charge for one year or Teacher for 3 yrs (Currently a Teacher III) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 (Teacher)	
1 -SG 18	MASTER TEACHER I – ENGLISH - SAPANG PALAY NATIONAL HIGH SCHOOL	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)	
2 -SG 19	MASTER TEACHER II – HUMMS I-C SENIOR HIGH SCHOOL	Education: Master's Degree in relevant strand / subject Experience: Five (5) years of relevant teaching/industry work experience Training: Twelve (12) hours of training relevant to the subject area specialization (Currently Master Teacher I – SHS) 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 Tuesday, November 20, 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 I) and MEC 10, s. 1979 (for Master Teacher I)
 - 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
