



February 13, 2019

DIVISION MEMORANDUM

No. 029 s. 2019

SCHEDULE OF OPEN RANKING FOR VARIOUS POSITIONS
Administrative Assistant II and III – Division Office, School Principal II – Elementary

To : Assistant Schools Division Superintendent
Division Chiefs
Public 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:

POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
SCHOOL PRINCIPAL II - SG 20	Education: Bachelor's Degree in Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education plus 6 units of Management Experience: 1 year as Principal Training : Forty (40) hours of relevant training Eligibility: RA 1080 (LET/PBET and NQESH)	Wednesday March 20, 2019
ADMINISTRATIVE ASSISTANT III– SG 9 ADMINISTRATIVE ASSISTANT II –SG 8	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	9 A.M.

2. Preferred qualifications for Administrative Assistant II and III positions to be detailed in the Finance Unit are as follows :
 - Bachelor's Degree in Business Administration, Major in Accounting, or completion of at least 2 years studies in Bachelor's Degree in Accountancy, or Commerce, or completion of 2 yrs. studies in college with at least 9 units in accounting subjects
 - 1 year relevant experience in accounting activities /tasks
 - 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. MS Excel)
3. Interested applicants must personally submit to the Records Unit the following documents arranged consecutively, placed in a long white folder with fastener and **properly labeled or tagged**, on or before Tuesday, March 5, 2019, 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. and 42, s. 2007 (for School Head) and 66, s. 2007 (for Administrative Assistant II and III)
 - h. Transcript of Records
 - i. Certificate of Seminars / Trainings attended
 - j. Certificate of Eligibility
4. Please bring original copies and other supporting documents on the day of the open ranking.
5. Immediate and wide dissemination of this memorandum is desired.

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