



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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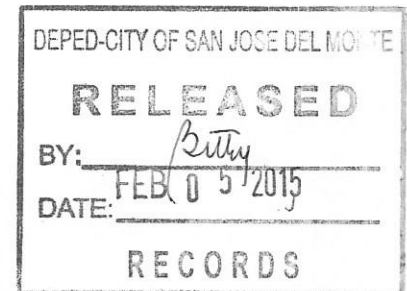
February 2, 2015

DIVISION MEMORANDUM

No. 24 s. 2015

**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE AIDE VI
FOR THE SCHOOLS DIVISION OFFICE**

To: All Education Program Supervisors
All Secondary School Principals/OICs
All Elementary School Principals/OICs
All District Supervisors
All Non-Teaching Personnel
All Others Concerned



1. Per DepEd Order No. 66 s. 2007- "**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**", this City Schools Division will conduct an open ranking for Administrative Aide VI position on Thursday, February 26, 2015, 10:00 a.m. at the Schools Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
2. Candidates must have acquired a Civil Service Sub-Professional eligibility and completed at least two (2) years studies in college
3. Interested applicants are required to submit a photocopy of the following documents on Tuesday, February 24, 2015 for pre-evaluation and original copy on the day of the open ranking:
 - a. Application Letter
 - b. Updated Personal Data Sheet
 - c. Approved appointment of the incumbent
 - d. Transcript of Records
 - e. Performance Rating for the last three (3) rating periods
 - f. Proofs of Accomplishments per DepEd Order No. 66 s. 2007
 - g. Certificate of Seminars/Training attended
 - h. Service Record / Designation
4. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent

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Collaborating with our Leaders, Caring for our Learners

