

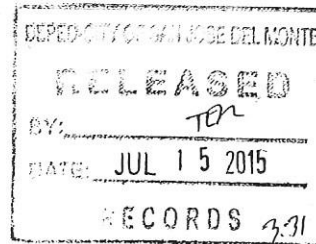


July 15, 2015

**DIVISION MEMORANDUM**

No. 119 s. 2015

To: **OIC – Asst. Schools Division Superintendent**  
**Division Chiefs**  
**Education Program Supervisors**  
**Public School District Supervisors**  
**Elementary and Secondary School Heads**  
**All Others Concerned**

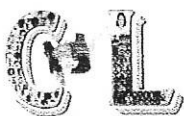


**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE OFFICER IV (CASHIER)  
FOR THE SCHOOLS DIVISION OFFICE**

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 vacant Administrative Officer IV (Cashier) position on Tuesday, August 04, 2015, 9:00 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 Professional (Second Level) Eligibility and Bachelors degree relevant to the job with one (1) year relevant experience and four (4) hours of relevant training.
3. Interested applicants are required to submit a photocopy of the following documents on Wednesday, July 29, 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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*"Commitment-Driven Performance by our Leaders"*  
*"Character-Based Instruction for our Learners"*

