

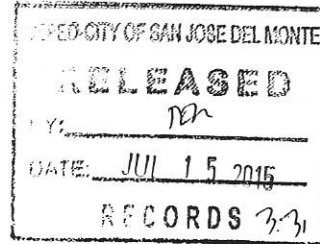


July 15, 2015

DIVISION MEMORANDUM

No. 126 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 RANKING FOR OPEN POSITIONS

1. This is to announce the conduct of the Open Ranking on Tuesday, August 11, 2015, following the schedule below.

Position	Time	Venue
Master Teacher I Secondary – TLE	8:30 a.m.	San Jose del Monte National HS
Head Teacher III Secondary – English & Araling Panlipunan	10:30 a.m.	San Jose del Monte National HS

2. Qualified candidates for Master Teacher I are Teacher III who had been in the position for the last three (3) rating periods with demo teaching in the district/division and 18 M.A. units or its equivalent. For Head Teacher III, qualified candidates are those who have served for at least four (4) years as Head Teacher or Master Teacher for three (3) years with at least very satisfactory performance for the last three (3) rating periods and with twenty-four (24) 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. Service Record / Designation
 - e. Performance Rating for the last three (3) rating periods
 - f. Proofs of Outstanding Accomplishments
 - g. Transcript of Records (Masteral or Doctoral Degree)
 - h. Certificate of Seminars/Training attended
4. All documents must be arranged and labeled according to the criteria in MEC Order No. 10 s.1979 for Master Teacher I and Deped Order No. 42 for Head Teacher III.
5. 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"

