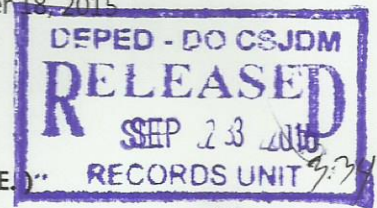




September 18, 2015

DIVISION MEMORANDUM

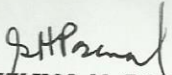
No. 180 s. 2015



**SCHEDULE OF OPEN RANKING FOR HEAD TEACHER III (T.L.E.)
FOR SAN JOSE DEL MONTE NATIONAL TRADE SCHOOL**

To : Education Program Supervisors
Secondary School Heads

1. The City Schools Division will conduct an open ranking for the vacant Head Teacher III (T.L.E.) position for San Jose Del Monte National Trade School on Wednesday, October 7, 2015, 8:30 a.m at San Jose Del Monte National Trade School, City of San Jose del Monte, Bulacan using DepEd Order No. 42 s. 2007- ***"The Revised Guidelines Of Selection, Promotion and Designation of School Heads"***.
2. Qualified candidates should possess the following:
 - Education : BEd or Bachelor's Degree plus 18 professional units in Education; 18 units Master's Degree in Education or its equivalent and with appropriate field of specialization
 - Experience : One (1) year as Head Teacher II or two (2) years as Head Teacher I or 5 years teaching experience
At least Very Satisfactory performance for the last three (3) rating periods
 - Training : Eight (8) hours relevant training
 - Eligibility : PBET / LET
3. Interested applicants must submit a photocopy of the following documents on Friday, October 2, 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 (complete academic requirements or its equivalent, Master's or Doctorate Degree, if any)
 - e. Performance Rating for the last three (3) rating periods
 - f. Proofs of Accomplishments per DepEd Order No. 42 s. 2007
 - g. Certificate of Seminars / Training attended
 - h. Service Record / Designation
 - i. Sworn Statement that all Documents Submitted and Presented are True and Correct
4. All documents must be arranged and labeled according to the criteria in DepEd Order No. 42, s. 2007.
5. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

