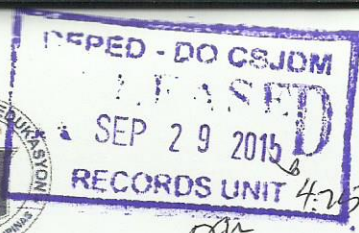




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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September 29, 2015

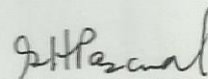
DIVISION MEMORANDUM

No. 185 s. 2015

**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) FOR
TOWERVILLE HIGH SCHOOL AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)
FOR MUZON HIGH SCHOOL AND MINUYAN NATIONAL HIGH SCHOOL**

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

1. The City Schools Division will conduct an open ranking for the vacant Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) positions on Wednesday, October 14, 2015, 9:00 a.m. at the Schools Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan using DepEd Order No. 66 s. 2007- **“Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions”**.
2. Candidates must have the following qualifications : completion of two (2) years studies in college, one (1) year relevant experience, four (4) hours relevant training and must have Career Service Sub-Professional Eligibility .
3. Interested applicants are required to submit a photocopy of the following documents on Monday, October 12, 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. Certificate of Eligibility
 - f. Performance Rating for the last three (3) rating periods
 - g. Proofs of Accomplishments as per DepEd Order No. 66 s. 2007
 - h. Certificate of Seminars/Training attended
 - i. Service Record / Designation
 - j. Sworn Statement That All Documents Submitted and Presented are True and Correct
4. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



“Collaborating with our Leaders, Caring for our Learners”

