



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Schools Division of San Jose del Monte City



DO CSJDM
 RELEASED

∴ JAN 16 2020

By: _____
 Records Unit

January 7, 2020

SCHOOLS DIVISION MEMORANDUM

No. 016 s. 2020

**SCHEDULE OF OPEN RANKING FOR VARIOUS POSITIONS – SAPANG PALAY NATIONAL HIGH SCHOOL
 HEAD TEACHER VI (1), MASTER TEACHER I (2)**

To: Chief Education Supervisors
 Public Elementary and Secondary School Heads
 HRMPSB
 All Others Concerned

- This City Schools Division will conduct an open ranking for the following positions at the 2nd Floor, Division Conference Room, Poblacion, City of San Jose Del Monte, Bulacan, to wit:

POSITION	QUALIFICATION STANDARDS	DATE OF RANKING
(1) HEAD TEACHER VI – SG 19 - TLE	Education : Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate field of specialization Experience : HT for 5 years or MT for 4 years (Currently HT V) Training : Twenty Four (24) hours relevant training Eligibility : RA 1080 (Teacher)	Thursday February 6, 2020 9 A.M.
(2) MASTER TEACHER I – SG 18 – MAPEH	Education: Bachelor of Secondary Education or bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent Experience: 3 years relevant experience (Currently Teacher III) Training : None Required Eligibility : RA 1080 (Teacher)	

- Interested applicants must personally submit to the Records Section the following documents arranged consecutively, placed in a long white folder with fastener and **properly labeled or tagged**, on or before Friday, January 24, 2020 5:00 P.M. for pre-evaluation, to wit:
 - Letter of Intent
 - Sworn Statement that all documents submitted and presented are true & correct (Form available in the D.O.)
 - Updated Personal Data Sheet
 - Duly signed Performance Rating for the last three (3) rating periods
 - Service Record / Designation
 - Approved appointment of the incumbent
 - Proofs of Outstanding Accomplishments per DepEd Order No. and 42, s. 2007 (for Head Teacher) and MEC 10, s. 1979 (for Master Teacher)
 - Transcript of Records
 - Certificate of Seminars / Trainings attended
 - Certificate of Eligibility
- Please bring original copies and other supporting documents on the day of the open ranking.
- Immediate and wide dissemination of this memorandum is desired.

MERLINA P. CRUZ, Ph. D., CESO VI
 Officer-in-Charge
 Office of the Schools Division Superintendent

osds/hr/mtmr
 cr-2020-01-084

