



05 September 2016

**DIVISION MEMORANDUM**

No. 228, s. 2016

**UPDATING THE RANKLIST OF DIVISION-WIDE OPEN RANKING FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITION**

To: Assistant Schools Division Superintendents  
 Division Personnel Selection Board  
 Chiefs, Supervisors and Specialists SGOD and CID  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned and Interested

DEP-ED-NUEVA ECIIJA  
**RELEASED**  
 SEP 05 2016  
**RECORDS SECTION**

1. To create equal opportunities to all who are qualified for career advancement and following the regular updating of ranklist for every vacant position particularly items for key officials in the DepED, the Schools Division Office (SDO) is announcing the Updating of the Ranklist and Division Open Ranking for Public Schools District Supervisor (PSDS) position through the Division Personnel Selection Board (PSB) on the following schedules:

- I. Pre-Ranking Conference    September 09, 2016, 9:00 AM                      SDO Conference Hall
- II. Open Ranking                      September 21, 2016, 9:00 AM                      SDO Conference Hall

2. The qualification standards for the said position are as follows:

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Public Schools District Supervisor (PSDS)	22	Master's Degree in Education or other relevant Master's Degree	Five (5) Years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA No. 1080 (Teacher)

3. The specific guidelines for this purpose are as follows:

a. The submission of documents shall be on the date of the Updating/Open Ranking. All photocopied documents shall be verified from the original copies during the Open Ranking. **Applicants are accountable on their submitted papers.**

b. **The ranklist shall be used both for promotion due to natural vacancy or extension position.**

c. **While the rule states that there would be ranking in every vacant position, this Office adopts the regular updating of rank in every vacant position that exists to come up with a new rank list in filling-up vacant positions.**

- d. After the Open Ranking, candidates possible for promotion shall undergo Onsite Actual Performance Validation to further deepen the selection process.
- e. **All interested personnel are advised to join the Open Ranking and update their credentials.**
- f. **The existing ranklist for PSDS position shall be repealed until a new ranklist has been approved and posted.**

4. The PSB shall be composed of the following:

Chairman      Ericson S. Sabacan, Ed.D.      OIC-ASDS (Leadership, Management and Development)

Regular Members:

Bernabe P. Gaya  
Orlando C. De Leon  
Reymo R. Aldama

President, NE PSDS Association  
Administrative Officer V  
HRMO

Additional Members:

Jayne M. Garcia, Ed.D.  
Gertrudes R. Buan  
Ceasar C. Lopez, Ph.D.  
Agnes R. Reyes

OIC-Chief, CID  
PSDS, Talavera South District  
PSDS, Rizal District  
PSDS, Jaen District

Secretariat:      Neolito R. Aldama  
                         Paul G. Salcedo

5. Immediate dissemination of the contents of this Memorandum is desired.



**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

Reference:      DepED Order No. 66, s. 2007  
                         DepED Order No. 26, s. 2016  
                         CSC Resolution o. 1600324 dated March 29, 2016

To be indicated in the Perpetual Index  
under the following subjects:

PERSONNEL                      SELECTIONS  
PROMOTIONS                    SUPERVISORS

ESS\_Memo\_Open\_Ranking  
ASDS\_09\_05\_16

