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07 June 2017

**DIVISION MEMORANDUM**

No. 104, s. 2017

**CONDUCTING DIVISION-WIDE OPEN RANKING FOR VARIOUS POSITIONS**

To: Assistant Schools Division Superintendents  
Division Personnel Selection Board  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned and Interested

1. The Schools Division Office (SDO) is pleased to announce the Division-Wide Open Ranking for Various Positions through the Division Personnel Selection Board (PSB) on the following schedules:

- I. Pre-Ranking Conference      June 19, 2017    9:00 AM      SDO Conference Hall
- II. Open Ranking                      June 21, 2017    9:00 AM      SDO Conference Hall

2. The qualification standards for the various positions are as follows:


Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
<b>Division Wide</b>					
Nurse II	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse Licensure)
Project Development Officer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	(RA 1080) LET or PBET Passer
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years studies in college	1 year of relevant experience	8 hours of relevant training	Career Service (subprofessional) First Level Eligibility
<b>Head Teacher III in TLE (CD-II) and Filipino (CD-I)</b>					
Head Teacher III	16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units * With appropriate field of specialization	Head Teacher II for 2 years; or Teacher for 5 years	24 hours of relevant training	(RA 1080) LET or PBET Passer
<b>ADAS II in CD-IV</b>					
Administrative Assistant II (Disbursing Officer)		Completion of 2 years studies in college	1 year of relevant experience	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

3. The specific guidelines for this purpose are as follows:
- a. The submission of documents shall be on the date of the 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 and extension positions, new designation of TICs or OICs and reclassification.*
  - 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. School Heads or Teachers who applied for reclassification shall not be allowed to join the ranking on the same position. However, for the benefits of all concerned, all interested individuals both for promotion and reclassification, are advised to attend the Pre-Ranking Conference.
  - e. After the ranking, an Onsite Actual Performance Validation shall be done to further select the best applicants for the said positions.

4. The PSB shall be composed of the following:

Chairman	Ericson S. Sabacan, Ed.D.	OIC-ASDS (Elementary)
Members:		
	Orlando C. De Leon	Administrative Officer V
	Reymo R. Aldama	HRMO
	Antonio U. Felix	Medical Officer V
	Celia M. Inducil	President, NEPPSSAA Nueva Ecija Chapter
	Reynaldo S. Reyes	EPS, Filipino
	Windsor B. Flores	EPS, Industrial Arts/Agri Educ.
Secretariat:	Paul G. Salcedo	Ricomar G. Sindanum      Neolito R. Aldama

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. 42, s. 2007  
 DepED Order No. 66, s. 2007

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

**PROMOTIONS  
 SCHOOL HEADS  
 SELECTIONS**