



Republic of the Philippines  
 Department of Education  
 Region III

**SCHOOLS DIVISION OF NUEVA ECIA**  
 Old Capitol Compound, Burgos Avenue, Cabanatuan City, 3100

DEPED-NUEVA ECIA  
**RELEASED**  
 JAN 05 2017

**RECORDS SECTION**



05 January 2017

**DIVISION MEMORANDUM**  
 No. 03, s. 2017

**UPDATING OF PAPERS AND OPEN RANKING FOR NON-TEACHING PERSONNEL POSITIONS AND CONDUCTING DIVISION-WIDE OPEN RANKING FOR SCHOOL PRINCIPAL II POSITIONS FOR SENIOR HIGH SCHOOL**

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

1. The Schools Division Office (SDO) is pleased to announce the Updating and Open Ranking for Non-Teaching Personnel Positions and Division-Wide Open Ranking for School Principal II Positions for Senior High School on the following schedules:

- |                           |                           |                     |
|---------------------------|---------------------------|---------------------|
| I. Pre-Ranking Conference | January 13, 2017, 9:00 AM | SDO Conference Hall |
| II. Open Ranking          | January 18, 2017, 9:00 AM | SDO Conference Hall |

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

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
<b>School Principal II (Senior High School)</b>	20	Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 Eligibility relevant to the position
<b>Nurse II</b>	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	
<b>Guidance Counselor II</b>	12	Bachelor's Degree in Psychology/Behavior Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year of relevant experience	4 hours of relevant training	(RA 1080) (Professional) Appropriate Eligibility for Second Level Positions
<b>Registrar I</b>	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
<b>Administrative Officer II</b>	11	Bachelor's Degree	None required	None Required	

*DepED Order No. 19, s. 2016*

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. 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.
  - c. The ranklist should be continually updated to include all those who qualified at any given year.**
  - d. Regular permanent officials who applied for reclassification for School Principal II shall not be allowed to join the ranking on the same position.
  - e. After the ranking, an Onsite Actual Performance Validation shall be done for further deep selection process to 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 - Leadership, Management and Development (LMD)

Regular Members:

Celia M. Inducil	President, NEPPSSAA NE Chapter
Orlando C. De Leon	Administrative Officer V
Reymo R. Aldama	HRMO
Antonio U. Felix, M.D.	President, NTP Association Nueva Ecija

Secretariat:      Neolito Aldama  
                          Paul G. Salcedo  
                          Ricomar G. Sindanum

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



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

Reference:      As stated.  
                          DepED Order No. 66, s. 2007  
 To be indicated in the Perpetual Index  
 under the following subjects:

NON-TEACHING PERSONNEL  
 PROMOTIONS  
 SELECTIONS

ESS\_Memo\_Open\_Ranking  
 ASDS\_01\_05\_17



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