

DEP-ED-NUEVA ECIJA  
**RELEASED**  
 MAY 02 2017

27 April 2017

**DIVISION MEMORANDUM**  
 No. 77, s. 2017

RECORDS SECTION

**CONDUCTING DIVISION-WIDE OPEN RANKING FOR SENIOR EDUCATION PROGRAM SPECIALIST (SEPS)**

To: Assistant Schools Division Superintendents  
 Division Personnel Selection Board  
 Chiefs, CID and SGOD  
 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 Division-Wide Open Ranking for Senior Education Program Specialist (SEPS) on the following schedules:

- I. Pre-Ranking Conference      May 8, 2017, 9:00 AM      SDO Conference Hall
- II. Open Ranking                      May 22, 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
Senior Education Program Specialist (SEPS)	19	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation or other relevant experience	8 hours of relevant training	(RA 1080) LET or PBET Passer

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. After the ranking, an Onsite Actual Performance Validation shall be done for further deep selection process to select the best applicant for the said positions.

4. The PSB shall be composed of the following:

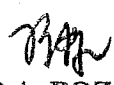
Chairman      Ericson S. Sabacan, Ed.D.      OIC-ASDS - Leadership, Management and  
Development (LMD)

Regular Members:

Luis M. Calison	Chief, SGOD
Orlando C. De Leon	Administrative Officer V
Reymo R. Aldama	HRMO
Antonio U. Felix, M.D.	President, Non-Teaching Personnel Association

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

PROMOTIONS  
SELECTIONS  
SPECIALISTS

ESS\_Memo\_Open\_Ranking