



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Brgy. Rizal, Santa Rosa, Nueva Ecija, 3101
(044) 940 3121



September 11, 2018

DIVISION MEMORANDUM

No. 223, s. 2018

SEP 11 2018
RECORDS SECTION

CONDUCTING DIVISION-WIDE OPEN RANKING, UPDATING AND VALIDATION OF PAPERS FOR VARIOUS POSITIONS IN THE DIVISION

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 Division-Wide Open Ranking, Updating and Validation of Papers for Various Positions in the Division on the following schedules:

- | | | |
|---------------------------------------|-------------------------|--------------------------------------|
| I. Pre-Ranking Conference | Sept. 13, 2018, 2:00 PM | 4 th Flr. Pagcor Building |
| II. Open Ranking/Validation of Papers | Sept. 24, 2018, 9:00 AM | 4 th Flr. Pagcor Building |

2. The following are the vacant positions:

- | | |
|---|---|
| a. Head Teacher III | (Elementary Division-Wide) |
| b. Head Teacher I and III | (Secondary School Head Division Wide) |
| c. Head Teacher III in CD-I
Mathematics) | (Secondary Department Head- MAPEH, |
| d. Head Teacher III in CD-II | (Secondary Department Head-Mathematics) |
| e. Head Teacher III in CD-III | (Secondary Department Head-Mathematics) |

Note:

All interested school heads for reclassification qualified from September-December 2018 are likewise advised to attend the said orientation and validation of papers.

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

- 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.**
- 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.
- Personnel who applied for reclassification on the same position need not to join the open ranking nor the validation of papers.

d. To further select the best applicant for the school heads and related teaching positions, an Onsite Actual Performance Validation shall be conducted.

4. The PSB shall be composed of the following:


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

Members:

Orlando C. De Leon	Administrative Officer V
Reymo R. Aldama	HRMO
Celia T. Inducil	President, NEPSAA (NE Chapter)
Mario Quiambao	President, PESPA (NE Chapter)

Secretariat: Paul G. Salcedo and Ronnie Coronel

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. 29, s. 2002
DepED Order No. 39, s. 2007
DepED Order No. 42, s. 2007
DepED Order No. 66, s. 2007
DepED Order N. 97, s. 2011

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

PROMOTIONS
RANKING
SELECTIONS