



DIVISION MEMORANDUM

08 January 2018

No. 08, s. 2018

CONDUCTING DIVISION-WIDE OPEN RANKING FOR VARIOUS POSITIONS IN THE DIVISION

RELEASED
 JAN 08 2018

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

RECORDS SECTION

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

- I. Pre-Ranking Conference January 12, 2018, 9:00 AM Function Room, New SDO
- II. Open Ranking January 18, 2018, 9:00 AM Penaranda National High School

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

Position Title	SG	Qualifications			
		Education	Experience	Training	Eligibility
Schools Division Office Positions					
Administrative Aide VI	6	Completion of 2 years in College	None required	None required	Career Service Eligibility (Sub-Professional)
Education Program Specialist II	16	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	(RA 1080) Appropriate Eligibility for Second Level Positions
Head Teacher III in Congressional District IV (Araling Panlipunan and Edukasyon sa Pagpapakatao) Head Teacher III in Filipino (CD-I and CD-IV)					
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 for 2 years or Teacher for 5 years	24 hours of relevant training	RA 1080

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)

Members:

Reynaldo Reyes	EPS, Filipino
Eva Fe F. Taclibon	EPS, Araling Panlipunan
Evelyn Solis	OIC-EPS, EsP
Orlando C. De Leon	Administrative Officer V
Reymo R. Aldama	HRMO
Celia T. Inducil	President, NEPSAA (NE Chapter)
Antonio U. Felix	President, Non-Teaching Personnel (SDO)

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

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

HEAD TEACHERS
PROMOTIONS
SELECTIONS
SPECIALISTS