Republic of the Philippines

Department of Education

Region III

Division of City Schools

District VI

**SAN JOSE DEL MONTE CENTRAL SCHOOL**

City of San Jose del Monte

January 10, 2017

**SCHOOL MEMORANDUM**

**No. 2 s. 2017**

**SCHEDULE OF OPEN RANKING FO TEACHER – II AND TEACHER – III POSITIONS**

To: All Teacher - I

 All Teacher - II

 Master Teachers in-charged of School Ranking

1. San Jose del Monte Central School will conduct an open ranking for the Teacher-II and Teacher-III positions at the School Conference Hall on February 2, 2017 at 2:00 o’clock in the afternoon.

2. Interested applicants must personally submit to the office of the Principal the following documents arranged consecutively on or before January 27, 2017, 9:00 am for pre- evaluation. No other documents shall be accepted after the deadline. Please bring the original copies and other supporting documents on the day of the open ranking to wit:

 a. Letter of Intent

 b. Sworn Statement that all documents submitted and presented are true and correct.

 c. Updated Personal Data Sheet

 d. Duly Signed Performance Rating for the last (3) rating periods (PAST and IPCRF)

 e. Service Record / Designation

 f. Approved appointment of the incumbent

 g. Proofs of outstanding Accomplishments

 h. Transcript of Records (Highest Educational Attainment)

 i. Certificate of Seminars/ Trainings attended

3. Immediate and wide dissemination of this memorandum is desired.

 **NERLIZA C. MIRANDA**

 Principal - III