



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP-ED SDO N.E.
RELEASED
JUL 22 2022

RECORDS SECTION

22 July 2022

DIVISION MEMORANDUM
No. 218 s, 2022

**DIVISION OPEN RANKING FOR SECONDARY HEAD TEACHER I
(CADACLAN INTEGRATED SCHOOL) POSITION**

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Secondary School Principals/Head Teachers
All Others Concerned

1. This is to announce that there will be a conduct of an Open Ranking for **Secondary Head Teacher I** position on **July 27, 2022, 9:00 AM** at the Schools Division Office-Board Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.

2. Interested applicants should meet the minimum requirements required by the position base on the CSC Qualification Standard, to wit:

Education: Bachelor's Degree in Secondary Education or Bachelor's Degree with 18 Professional Education Units with Appropriate Field of Specialization
Experience: TIC for 1 year; or Teacher for 3 years
Training: 24 hours of relevant training
Eligibility: LET/PBET

3. All interested applicants are required to upload the accomplished notarized and updated **Personal Data Sheet (CSC Form 212)** and **Omnibus Sworn Statement of Authenticity** to this link <https://bit.ly/sdoneranking> on or **before 5:00 PM on July 25, 2022**. The link will be closed after aforementioned date and time.

4. Applicants are required to bring one (1) set – original copies and one (1) set – photocopies of the following documents on day of ranking, to wit:

- a. Notarized Omnibus Sworn Statement of Authenticity
- b. Letter of intent for position applying for, addressed to the Head of Office
- c. Notarized and updated CS Form 212
- d. Authenticated copy of Eligibility
- e. Last 3 years of Performance Rating
- f. Service Record or Certificate of Employment
- g. Outstanding Accomplishment
- h. Innovations
- i. Research and Development Projects
- j. Publication/Authorship
- k. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
- l. Transcript of Record
- m. Certificate of Trainings



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Webpage: <https://sites.google.com/deped.gov.ph/depednuevaecija/>



5. Applicants should follow the schedule of activity during selection process, to wit;
 - a. 10 minutes orientation
 - b. 5 minutes verification of documents relative to the CSC Qualification Standards
 - c. 10 minutes examination
 - d. The rest of the time will be allotted for interview and appreciation of documents
6. Interested applicants should be at the SDO-Board Room 15 minutes before the activity
7. Please refer to DepEd Order No. 42, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
8. The Division Selection Board (PSB) is composed of the following:

Chairman: Mina Gracia L. Acosta, PhD, CESO VI
Assistant Schools Division Superintendent

Ronilo E. Hilario, CESO VI
Assistant Schools Division Superintendent

Members: Luis M. Calison Chief, SGOD
Lorenzo P. Joaquin NEPSSAA President
Orlando C. De Leon Administrative Officer V
Roxer Erwin B. Garcia Administrative Officer IV (HRMO)

Secretariat: Melanie S. Garcia Administrative Officer II
Kenneth Tristan L. Silverio Administrative Assistant III
9. No application shall be accepted after July 25, 2022.
10. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation.
11. Strict implementation of health protocols such as wearing of face mask, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of applicants will be required.
12. Expenses to this event shall be charged against the Division MOOE funds, subject to the existing budgeting, accounting, auditing rules and regulations.
13. For information, guidance and compliance.

JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: None
References: DO 42 s. 2007
To be indicated in the Perpetual Index
under the following subject:

APPLICANTS
HEAD TEACHER I

RONILO E. HILARIO
Assistant Schools Division Superintendent