MEMORANDUM

To: District Supervisors
    School Principals (Elementary/Secondary)
    All Others Concerned

From: TARCILA P. JAVIER, CESO V
    Schools Division Superintendent

Date: December 05, 2014

Re: Ranking for vacant positions:

Under the OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT:
1) Administrative Aide VI
2) Administrative Aide IV

Under the Office of CURRICULUM IMPLEMENTATION DIVISION:
1) Education Program Supervisor
2) Public Schools District Supervisors
3) Administrative Aide VI

In view of the approved Dep-Ed Rationalization Plan, there will be an open ranking for the following positions:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SG / JG</th>
<th>LE / VE</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
<th>RECOMMENDED ADDITIONAL REQUIREMENT</th>
<th>PREFERRED QUALIFICATIONS</th>
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</thead>
<tbody>
<tr>
<td>EDUCATION PROGRAM SUPERVISOR (4 CID)</td>
<td>22</td>
<td>2</td>
<td>Master’s Degree in Education or other relevant Master’s degree with specific area or specialization</td>
<td>2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher</td>
<td>8 hours of relevant training</td>
<td>PBET: Teacher</td>
<td>Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet</td>
<td>Must be a computer expert / computer literate</td>
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<tr>
<td>PUBLIC SCHOOLS DISTRICT SUPERVISOR (2 CID)</td>
<td>22</td>
<td>2</td>
<td>Master’s Degree in Education its equivalent</td>
<td>2 years as Elementary School Principal III or 4 years as Elementary School Principal II</td>
<td>16 hours of relevant training</td>
<td>PBET: Teacher</td>
<td>Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet</td>
<td>Must be a computer expert / computer literate</td>
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<tr>
<td>ADMINISTRATIVE AIDE VI (3)</td>
<td>6</td>
<td>1</td>
<td>Completion of 2 years studies in college</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Sub-Professional) First Level Eligibility</td>
<td>Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet</td>
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<tr>
<td>ADMINISTRATIVE AIDE IV (1)</td>
<td>4</td>
<td>1</td>
<td>Completion of 2 years studies in college</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Sub-Professional) First Level Eligibility</td>
<td>Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet</td>
<td></td>
</tr>
</tbody>
</table>
The ranking shall be held at Dep-Ed Division Conference Hall, Balanga City on December 16, 2014, Tuesday, 8:30 a.m.; Dep-Ed Order No. 66, Series of 2007 entitled Revised Guidelines on the Appointment and Promotion of other Teaching and Non-teaching Positions will be the basis of ranking.

All interested applicants are enjoined to submit the following documents relative for the filling up of the aforementioned items to the Administrative Officer not later than December 12, 2014; Friday, 5:00 p.m.

1.) Transcript of Records
2.) Civil Service Eligibility
3.) Performance Rating (Last 3 Ratings)
4.) Outstanding Accomplishments
5.) Certificate of Employment
6.) Trainings, Seminars

Immediate and wide dissemination of this Memorandum is desired.