



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 1, 2021

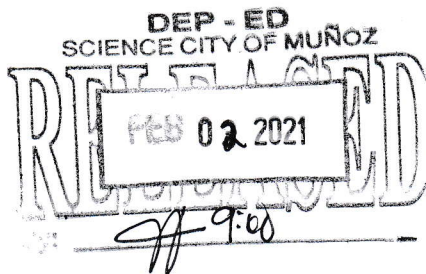
DIVISION MEMORANDUM

No. 39 _ s. 2021

**ADOPTION OF THE PROPOSED WORKFLOW AND PRODECURAL PROCESS IN THE
DIVISION ONLINE/VIRTUAL RANKING OF APPLICANTS IN VARIOUS VACANT POSITIONS**

To: **ALL CONCERNED**

1. This is to adopt the proposed Workflow and Procedural Process in the Division Online/Virtual Ranking of Applicants in Various Vacant Positions effective on the next screening/ranking procedure for the appointment and promotion of other teaching, related teaching and non-teaching positions.
2. Pilot implementation shall be made on the ranking for promotion of Head Teacher III position anticipated vacancy in the MNHS- Main (JHS) English Department.
3. Implementation of this online/virtual procedure shall be closely monitored by this office for continuous improvement purposes.
4. Ranking guidelines issued by the Department applicable to positions to be ranked shall be strictly followed by the HRM-PSB.
5. For immediate dissemination and proper guidance of all concerned.




DANTE G. PARUNGAO, CESO VI
OIC- Schools Division Superintendent

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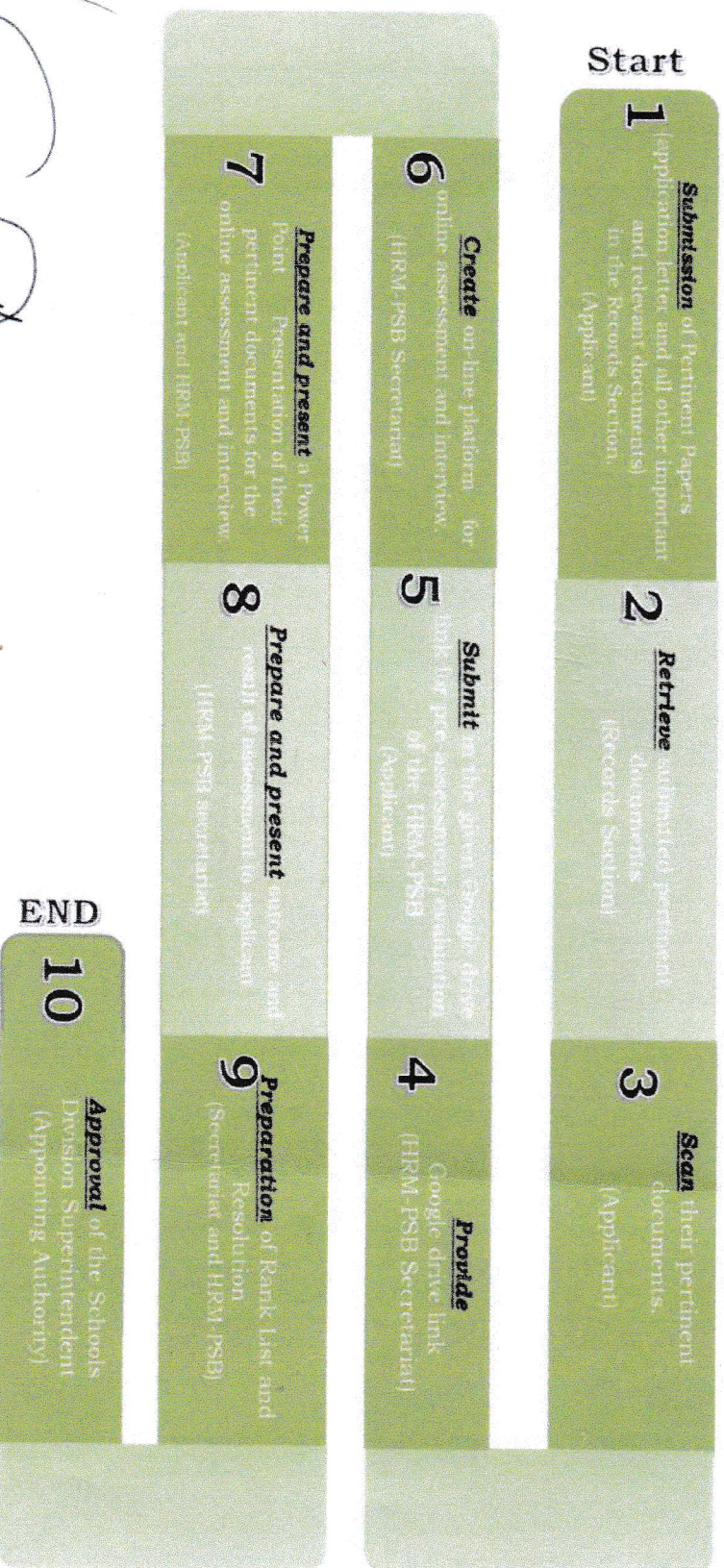
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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

**Proposed Workflow and Procedural Process in the Division Online/Virtual Ranking of Applicants
in Various Vacant Positions in the Division**



Prepared by:


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OIC- Schools Division Superintendent