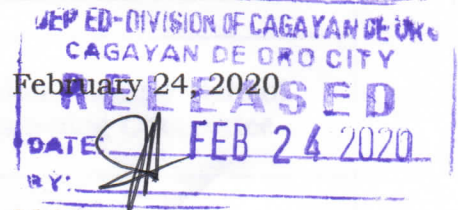




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

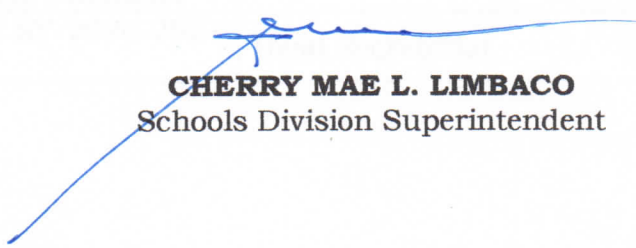
Division Memorandum  
No. 129 s. 2020



**Coordination Meeting for the SY 2020-2021  
Ranking of Teacher I Positions**

To: Public Schools District Supervisors  
Division Selection Committee  
Division Ranking Secretariat  
School Heads of City CS, West CCS, East CCS, Bulua CS, Puerto ES,  
Macabalan ES, Lapasan NHS, CDO NHS, Carmen NHS & Bulua NHS  
This Division

1. Relative to the conduct of SY 2020-2021 Ranking for Teacher I Positions, there shall be a coordination meeting on **March 2, 2020 (1:00pm – 5:00pm)** at the 2<sup>nd</sup> Floor, Division Canteen.
2. Participants to this Coordination Meeting are the Division Selection Committee Members, Ranking Secretariat and School Heads of City CS, West CCS, East CCS, Bulua CS, Puerto ES, Macabalan ES, Lapasan NHS, CDO NHS, Carmen NHS and Bulua NHS.
3. Enclosed is the Ranking Secretariat Timeline.
4. For strict compliance.

  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

Encl:  
As Stated



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**RANKING SECRETARIAT TIMELINE**

<b>Date</b>	<b>Activity</b>	<b>In-Charge</b>
March 2, 2020	Coordination Meeting with Division Selection Com, Ranking Secretariat & Host Principals	Head Secretariat
March 3, 2020	Deadline for submission of verified application documents to the <b>District Offices</b>	School Heads/ School Screening Committee
March 4, 2020	Deadline for submission of verified application documents and consolidated list of applicants by district to the <b>Division Office</b>	Central School Principals
March 5, 2020	Segregation of application documents by district and by level	Secretariat by District
March 6, 2020	Distribution of electronic work file	E. Facun & J. Gochuco
	Scheduling of Applicants for Interview & Demo	Secretariat by District
March 9, 2020	Issuance of Memo on Interview & Demo Schedules	Head Secretariat
March 9 – 13, 2020	Document Evaluation and Encoding of points	Division Selection Com, Secretariat
March 16 – 20, 2020	Interview and Demo	Interview and Demo Com, Secretariat
March 23 – 27, 2020	Integration of EPT scores, Inclusion and updating of scores (For applicants with letter requests), Review and Validation of SY 2020-2021 Ranklist	Division Selection Com, Secretariat
March 31, 2020	Posting of SY 2020-2021 Ranklist	Head Secretariat