



Republic of the Philippines
Department of Education
Region XI
Division of Digos City
Digos City



November 23, 2017

DIVISION MEMORANDUM
No. 1098, series of 2017

Designation Order
COMPOSITION OF THE DIVISION PERSONNEL SELECTION BOARD (PSB)

TO : MELANIE P. ESTACIO, OIC-Office of the ASDS - Chairman
FRANCIS JUDE D. ALCOMENDRAS, AOV- Admin- Member
ROSARIO B. DIAMANTE, President-DepEd NEU (for Non-Teaching)
MARILYN D. PAVINO, Representative, ACT (for Teaching Positions)

The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepEd Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".

To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, the above named personnel are constituted accordingly as members of the Personnel Selection Board.

The Personnel Selection Board (PSB) shall have the following functions and responsibilities:

- Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment
- Disseminate screening procedure and criteria for selection to all DepEd officials, employees, and interested applicants. Any modification of the procedure and the criteria shall likewise, be properly disseminated
- Prepare as systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates
- Evaluate and deliberate en banc the qualifications of those listed in the selection line up
- Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed
- Maintain records of the deliberation which must be made accessible to interested parties upon written request and audit by the CSC

- Orient DepEd officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan

For information, guidance and compliance.



WINNIE E. BATOON, EdD
Officer In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division Office

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