DIVISION MEMORANDUM
No. 175, s. 2018

February 21, 2018

Creation of the Division Selection Committee for Senior High School Teaching Positions

To: Division Chiefs, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Senior High School Principals/Officers-in-Charge

1. In compliance with DepEd Order No. 3, s. 2016, entitled, "Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017", the Division Office is organizing its Division Selection Committee (SDC), with the following members:

   Chairman: Melanie P. Estacio, Ph.D., OIC-ASDS
   Members: Luzminda B. Jasmin, EPS, Division SHS Coordinator
            Roger A. Manapol, Principal IV, Division President, NAPSSH1
            Marlyne T. Pavino, President, City Federated Teachers Association
            Engr. Peter July Sorongon, Representative, Partner Institution
            Regional Education Program Supervisor as Process Observer
   Secretariat: Francis Jude D. Alcomendras, AO IV, Administrative Office
                Cherry Rosette E. Oliva, PSDS
                Ferma Renira T. Alde, PSDS

2. As such, the SDS members will have the following functions as stipulated in DO No. 3, s. 2016, item 3.2:

   a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
   b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
   c. Evaluates applicants based on the criteria set forth in these guidelines.
   d. Ensures that applicants are notified before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test and Interview.
   e. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation.
   f. Prepares separate Division-wide Registry of Qualified Applicants (RQA) for each core subject and track.
   g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating signed by the Chair.
   h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberation to the SDO’s Personnel Division.

3. For your information, guidance and compliance.

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

References: DO No. 3, s. 2016, dated 21 January, 2016

To be indicated in the Perpetual Index under the following subjects:
CURRICULUM SENIOR HIGH SCHOOL SELECTION COMMITTEE

*creation of division selection committee for senior high school (SHS) teaching positions
21 February, 2018*