



Republic of the Philippines
DEPARTMENT OF EDUCATION **DepED**
Region XI
Division of Digos City

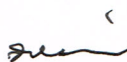
Office of the Schools Division
Superintendent

Telefax: (082) 553 – 8396; 553-8376

Division Memorandum

No. 074, s. 2016

To: Edberto A. Real – Chairman
Noba J. Rubion – Member, SHS Coordinator
Marie Mie C. Medina – Member, English
Mary Grace A. Simbajon – Member, Science
Crispolo Aquino – Member, PTA President

From: 
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Subject: Designation as Members of School Screening Committee

Date: February 1, 2016



You are hereby designated to compose the School Screening Committee of Kapatagan National High School for the hiring of Senior High School teachers for the School Year 2016-2017. As such, you will perform the following functions:

1. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions, including a copy of this Order, must be posted as well.

2. Receives applications and documents.

3. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicants' referees and/or the issuing bodies from which they obtained certifications and other documents.

4. Informs applicants about schedules, timelines, and deadlines, at least seven (7) days in advance. Documentary proof of announcements, notifications and communications shall be kept.

5. Issues a certification of each applicant that it has received the application specifying the documents that have been submitted in support of the application. (Annex of Standardized Certification that includes the checklist of requirements must be included.)

a. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.

b. All applications, even those found to be incomplete or inauthentic, must still be forwarded to the Division Selection Committee, albeit such submission must be noted and marked by the committee.