OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

March 6, 2020

No. 182, s. 2020

COMPOSITION AND FUNCTIONS OF THE DIVISION SECRETARIAT FOR THE DIVISION SELECTION COMMITTEE FOR JUNIOR HIGH SCHOOL

To: SOLLIE B. OLIVER, JD, MATE
   Chief- SGOD

Attn: Xavier Fuentes- SEPS, Planning and Research Section
Reyzen Monserte- PDO II, DRRM
Julie Anne Posadas- PDO I, YFP
Jose Israel Maravilles- PDO I, YFP
Rofelia De Mesa- Guidance Counselor II

1. In order to cope with the schedule of Validation of Evaluation Results for Teacher-Applicants which is on March 11, 2020 pursuant to Division Memorandum No. 036, s. 2020 entitled Announcement and Receipt of Documents for Screening of Teacher-Applicants, the above-named personnel are hereby designated as Secretariat for the Division Selection Committee for Junior High School.

2. The functions of the Secretariat are as follows:
   a. Assist in creating an electronic system for tabulation of applicants’ points;
   b. Encode results of evaluation of applicants’ documents as well as demonstration and interview ratings; and
   c. Assist in facilitating the conduct of Validation of Evaluation Results and other screening-related activities.

3. This order takes effect immediately.

4. For guidance and compliance.

CRISTY C. EPE
Schools Division Superintendent

Reference: Division Memorandum No.036, s.2020
To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE	 SECRETARIAT
HIRING OF APPLICANTS

EAH: Composition and Functions of the Division Secretariat for the Division Selection Committee for Junior High School
05 March 2020

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