



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



February 21, 2018

DIVISION MEMORANDUM
 No. 175, s. 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, NAPSSHI
 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
 Ferna 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.

FOR AND IN THE ABSENCE OF:

WINNIE E. BATON, EdD
 Officer-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

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

Melanie P. Estacio, Ph.D.
 OFFICER-IN-CHARGE
 OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

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