


**DIVISION MEMORANDUM**

No. 60, s. 2019

**TO:** OIC – Office of the Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors Concerned  
Public Schools District Supervisors/Districts In-Charge  
Heads of Elementary & Secondary Schools  
All other concerned personnel/individuals

**FROM:**  **MARILOU B. DEDUMO, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT:** Composition and Designation of the Division Selection Committees in the Selection, and Ranking of Teacher Positions for SY 2019-2020


**DATE:** January 31, 2019

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1. This Memorandum has reference to DepEd Order No. 07, s. 2015 titled "Hiring Guidelines for Teacher I Positions Effective School Year 2015-2016" as the primary hiring policy to be used in the evaluation, ranking, selection and hiring of qualified applicants in the Teacher I positions in Kindergarten, Elementary and Junior High School and to DepEd Order No. 3, s. 2016 for the Senior High School.
2. Anent this, the field is hereby informed of the composition of the Division Selection Committees in the Elementary and Secondary levels (J/SHS) as follows:

2. A Division Selection Committee – Elementary

Chair - JASMIN P. RENDON – LACUNA  
*OIC – Office of the Asst. Schools Division Superintendent*

Members: Elvira S. Urbiztundo, Ph.D.  
*Chief – Schools Governance and Operations Division*  
Camela G. Lerio, Ph.D. – Education Program Supervisor  
Euann Regina A. Puerto – Education Program Supervisor  
 Danilo Alcantara – *IPEd Coordinator*  
Ramonito D. Cortes – Principal/Division Level President of PESPA  
President – Surigao del Sur Provincial PTA Federation  
President – Accredited DepEd Sur Sur Teachers' Union

2. B Division Selection Committee – Secondary

Chair - JASMIN P. RENDON – LACUNA  
*OIC – Office of the Asst. Schools Division Superintendent*

Members: Celsa A. Casa, Ph.D.  
*Chief – Curriculum and Implementation Division*  
 Evangeline Christine Lozaldo, Ph.D. – Education Program Supervisor  
 Antonio V. Salazar, Ed.D. – Education Program Supervisor  
 Megenila C. Guillen, Ph.D. – Education Program Supervisor  
 Corcino Galela – Principal/Division Level President of NAPSSHI  
 President – Surigao del Sur Provincial PTA Federation  
 President – Accredited DepEd Sur Sur Teachers’ Union

2. C Division Selection Committee – Senior High School

Chair - JASMIN P. RENDON – LACUNA  
*OIC – Office of the Asst. Schools Division Superintendent*

Members: Celsa A. Casa, Ph.D.  
*Chief – Curriculum and Implementation Division*  
 Edna E. Trinidad, Ph.D. – Education Program Supervisor/SHS Coordinator  
*Marilyn Quinto - Kindergarten/ ELLN/PRIMALS Coordinator*  
 Analiza G. Doloricon, Ed.D. – Education Program Supervisor  
 Rufino T. Reyes – Education Program Supervisor  
 Corcino Galela – Principal/Division Level President of NAPSSHI  
 TESDA Representative (for TVL and other related specializations)  
 Authorized Representative of a duly-accredited or –recognized  
 organization/industry  
 DepEd Caraga Regional Education Supervisor as Process Observer

3. Moreover, the personnel below are also requested to look into the folders and preparation of the RQA of the following areas:

- Megenilla Guillen, Ph.D., for Kindergarten
- Danilo T. Alcantara for IPED (Elementary and Secondary)
- Analiza G. Doloricon, Ed.D. for SPED (Elem. & Sec.), and Multigrade

4. Moreover, to facilitate the preparation of the RQAs, the following are hereby ordered to join the DSCs and provide assistance as members of the Secretariat:

- |                            |   |               |                      |
|----------------------------|---|---------------|----------------------|
| • Carlos Tian Chow Correos | - | Overall Chair |                      |
| • Marvin Minguillan        | - | Member        | } Elementary         |
| • Eppie P. Cabrera         | - | Member        |                      |
| • Voltair Asildo           | - | Member        | } Junior High School |
| • Leopardo P. Cortes, Jr.  | - | Member        |                      |
| • Ucille P. Galvez         | - | Member        | } Senior High School |
| • Vilma Rose L. Talisic    | - | Member        |                      |

5. Below are the duties and functions of the Division Selection Committees:
  - a. Receives from the School Screening Committees the list of applicants with corresponding documents;
  - b. Verifies the documents as submitted by the School Screening Committee as to completeness, accuracy, authenticity and veracity;
  - c. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching and Specialized Trainings and Skills based on the criteria set forth;
  - d. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation;
  - e. Prepares separate division-wide RQAs for Kindergarten, Elementary, Junior HS (per subject area), and Senior HS (per subject grouping);
  - f. 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;
  - g. Secures list of LGU-funded teachers from the office of the Provincial Governor, city/municipal mayor, or provincial/municipal/city administrator;
  - h. Ensures that LGU-funded and volunteer teacher-applicants go through the application process as provided for in the guidelines; and
  - i. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.
6. In cases involving applicants who may be assigned in a school located in an indigenous peoples (IP) community and/or serving IP learners, the School and Division Selection Screening Committees may appropriately consult with IP elder(s)/leaders recognized by the community to verify and better assess such applications in reference to relevant provisions of the guidelines.
7. The aforementioned personnel are enjoined to peruse again important DepEd issuances regarding hiring of entrance Teacher positions in Elementary, JHS and SHS with reference to areas of specializations such as Kindergarten, SPED, major subject groups in the SHS, and IPED, among others.
8. Most importantly, they are reminded to exercise their usual and utmost integrity in the discharge of their functions as members of the Division Selection Committees.
9. Moreover, they are directed to expedite all processes/activities related to hiring as to timelines provided in Division Memorandums.
10. This Memorandum serves as designation order of the aforementioned personnel. The exercise of the duties and responsibilities herein indicated should also not suffer the discharge of regular duties and functions inherent in each position.
11. Immediate and widest dissemination of this Memorandum is highly enjoined.
12. For compliance.