



Office of Schools Division Superintendent

April 12, 2021

OFFICE ORDER
 No. 067, s. 2021

COMPOSITION OF THE DISTRICT SCREENING COMMITTEES AND DIVISION SELECTION COMMITTEES FOR SY 2021-2022

To : Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Public Schools District Supervisors/ District In-charge
 OSDS, SGOD and CID Officials

1. Anent to the opening of applications for New-Teacher Applicant for SY 2021-2022, the District Screening Committee shall be composed of the following:

Municipality	Chairperson/ Co-Chairpersons	Members
Carrascal	Ramonito D. Cortes	Elementary: Four (4) School Heads Secondary: Four (4) School Heads Three (3) Teachers from the different learning areas Senior High School: Four (4) School Heads Three (3) Teachers from the different learning areas Secretariat: Administrative Officer II (AO I)
Cantilan	Jeanette G. Quinto, Lorna G. Almeda	
Madrid	Sol U. Buniel, Rosalinda E. Urbiztondo	
Carmen	Hilario B. Delos Reyes	
Lanuza	Arlene B. Sumabat	
Cortes	Lucena B. Estrada, Gemmalynda P. Montenegro	
Tago	Cynthia O. Acevedo, Loveleah B. Albarillo, Josephine O. Aroa	
San Miguel	Norben T. Moldez, Lily Ann R. Mendero, Ernie P. Dapar	
Bayabas	Aileen Glorina B. Abunda	
Cagwait	Annabelle R. Cubil, Famelito C. Umapas	
Marihatag	Mariasol F. Yara	
San Agustin	Vergil B. Eder, Lina S. Cuarez	
Liangá	Uldarico B. Luarez, Merco G. Loren	
Barobo	Myrna E. Mozo, Analiza M. Guevarra, Brenda U. Adlawan	
Tagbina	Wilma A. Premarion, Myrna S. Lauron, Jay C. Dalman	





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Municipality	Chairperson/ Co-Chairpersons	Members
Hinatuan	Felisa B. Bastistil, Jurissa N. Orquita, Marilyn A. Bandola	
Lingig	Elizabeth N. Gardones, Mirasol G. Taray, Edwin B. Espinola	

2. The District Screening Committee is mandated to:
 - a. Ensure that the step-by-step procedure in applying for Teacher positions is posted at conspicuous places.
 - b. Receive applications and documents.
 - c. Verify and certify as to completeness, veracity, accuracy, and authenticity of documents.
 - d. Issue a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.
 - i. The District Screening Committee shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall notify the applicant to facilitate the complete and proper submission of documents.
 - ii. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submission must be noted and marked by the Committee.
 - e. Evaluate applicants on Education, Teaching Experience, LET/PBET Rating, and Specialized Training based on the criteria set forth by DepEd Hiring Guidelines.
 - f. Conduct Interview, Demo-Teaching and Skills Demonstration to applicants.
 - g. Produce copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the District Supervisor for records purposes.
3. A Secretariat/District Focal Person, preferably the Administrative Officer II, shall be assigned to facilitate the documentation, minutes of the meeting, and consolidation of papers.
4. The District Screening Committees should submit the following documents to the Schools Division Office Human Resource Management Officer (HRMO), through the Records Unit not later than May 15, 2021:
 - a. Application letter together with the complete documents
 - b. Accomplished Initial Evaluation Form (IEF)
 - c. Assessment Profile of Teacher-Applicants using DepEd Order No. 7, s. 2015 (for Elementary and Junior High School)





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- e. Assessment Profile of Teacher-Applicants using DepEd Order No. 3, s. 2016 (for Senior High School)
 - f. Accomplished Demonstration-Teaching Worksheet with Summary and Average of score/s.
5. The Division Selection Committees shall be composed of the following:
- A. Elementary
 - Chair - Assistant Schools Division Superintendent
 - Co-Chair - Chief Elvira S. Urbiztundo
 - Members - Regina Euann A. Puerto
Encarnacion M. Padua
Rufino T. Reyes
Marilyn Quinto (for Kindergarten)
Danilo Alcantara (for IPED)
Analiza G. Doloricon (for SPED)
Elnie Anthony P. Barcena
Voltair Asildo
Hon. Pablo B. Arpilleda, Jr. (President, Division FCPTA)
 - Secretariat - Charisse Lozada
 - B. Junior High School
 - Chair - Assistant Schools Division Superintendent
 - Co-Chair - Chief Celsa A. Casa
 - Members - Antonio Salazar
Bryan L. Arreo
Alexander Dapar, Jr.
Danilo Alcantara (for IPED)
Analiza G. Doloricon (for SPED)
Ucille P. Galvez
Corsino M. Galela (President, Association of Secondary School Heads)
Hon. Pablo B. Arpilleda, Jr. (President, Division FCPTA)
 - Secretariat - June Guerra
 - C. Senior High School
 - Chair - Assistant School Division Superintendent
 - Co-Chair - Dr. Edna Trinidad
 - Members - Megenila Guillen
Camela Lerio
Carlos Tian Chow Correos
Eleazar Lagundino
Corsino M. Galela (President, Association of Secondary School Heads)
Hon. Pablo B. Arpilleda, Jr. (President, Division FCPTA)
 - Secretariat - Jayson Orozco
6. The Division Selection Committee is mandated to:





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- a. Receive from the District Screening Committee the list of applicants with the corresponding documents.
 - b. Verify the documents submitted by the District Screening Committee as to completeness, accuracy, authenticity, and veracity.
 - c. Review and consolidate the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
 - d. Prepare separate division-wide RQAs for Kindergarten, Elementary, and Secondary, and Senior High School.
 - e. Submit the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.
7. Membership to the District Screening Committee and the Division Selection Committee shall be considered a regular duty and shall be treated with utmost priority.
 8. All DSC meetings and deliberations shall at all times be presided by the Chairperson. A majority of the HRMPSB members shall constitute a quorum.
 9. Sub-committee/s will be designated, as deemed practicable, to assist in the conduct of comparative assessment.
 10. For the information of all concerned.

Approved:

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Reference:

To be indicated in the Perpetual Index
under the following subjects:

COMPOSITION HIRING RQA
JBD//COMPOSITION OF SELECTION COMMITTEES
067 /APRIL 12, 2021



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909100102

