



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY



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**DIVISION MEMORANDUM**

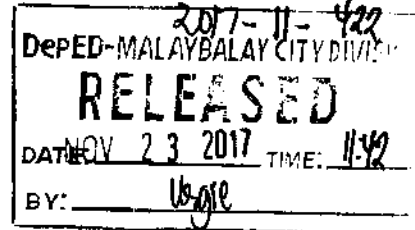
No. 634 s. 2017

**TO:** Chief/Education Supervisors, SGOD, CID and Staff  
Elementary and Secondary School Heads  
This Division

**FROM:**  EDILBERTO L. OPLENARIA, CESO VI  
DIC- Schools Division Superintendent

**DATE:** November 22, 2017

**SUBJECT:** SCHEDULE OF INTERVIEW, DEMONSTRATION TEACHING AND COMPOSITION OF DIVISION SELECTION COMMITTEE FOR SPECIAL RANKING OF DOLE-DEPED'S SA PINAS, IKAW ANG MAAM AT SIR' EMPLOYMENT PROGRAM FOR OVERSEAS FILIPINO WORKERS TEACHER I APPLICANTS, SHS SPECIAL SCIENCE TEACHER I APPLICANTS AND SHS TVL TEACHER I & II APPLICANTS



1. Pursuant to DO No.7, s. 2015 and DO 3, s. 2016 this Office hereby disseminates the composition of the Division Selection Committee whose functions are as follows;

**For Elementary**

Jasmin J. Adriatico	EPS, SPED, ALS	Chairman for Elementary
Imelda Bentillo	EPS, Mathematics	Member
Rachel R. Valde	EPS, English	Member
Analy L. Ocier	EPS, Science	Member
Narita T. Padua	PESPA, President	Member
Ptr. Rodney Sarilla	PTA Federation President	Member
Letecia N. Palle	Teachers' Union Representative	Member
Vicente G. Sanmiguel	SEPS Planning & Research	Secretariat

**Functions:**

- Receives from School Screening Committee the list of applicants together with the corresponding documents.
- Verifies the documents submitted by the school screening committee as to its completeness, accuracy, authenticity and veracity.
- Evaluates application on Education, teaching Experience, LET/PBET Rating, Interview, Demonstration teaching, and Specialized Training and skills based on the criteria set forth in these guidelines.
- Reviews and consolidates the result of the individual ratings of applicants, based on the scores they obtain in each criterion for evaluation.
- Prepares the RQA.
- Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final rating, signed by the chairman.

- g. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.

**For Secondary**

Ralph T. Quirog	Chief Education Supervisor, CID	Chairman for JHS & SHS
Victoria P. Tahaon	Industry Representative	Member
Analy L. Ocier	EPS, Science	Member
Luis Alajar	EPS, TLE/TVL	Member
Susan S. Olana, PhD	PESPA, President	Member
Ptr. Rodney Sarilla	PTA Federation President	Member
Marlon Basalo	Teachers' Union Representative	Member
Vicente G. Sanmiguel	SEPS Planning & Research	Secretariat

**Functions:**

- 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 at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept.
  - 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 RQAs 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 deliberations to the SDO's Personnel Division.
2. The interview and Demonstration teaching is set on **November 24, 2017 at Bukidnon National High School Data Center, Malaybalay City at Exactly 1:00 pm-5:00pm**. All applicants are directed to report at the said venue in teacher or business attire with complete demonstration teaching materials.
3. For Immediate dissemination and compliance.

Ends.: As stated

Reference: DO No.7, s. 2015 and DO 3. 5. 2016

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

SPECIAL HIRING

PRSVince