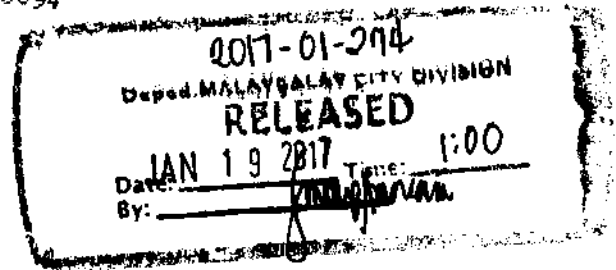




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF MALAYBALAY CITY  
Sayre Highway, Casisang, Malaybalay City  
Telefax # 088-314-0094



**DIVISION MEMORANDUM**

No. 031 s. 2017

**TO :** Chief Education Supervisor and Staff, CID and SGOD  
Public Schools District Supervisor  
School Heads (Elementary and Secondary)  
Section/Unit Heads and Staff  
All Others Concerned

**FROM:**   
EDILBERTO L. OPLENARIA, CESO VI  
401C, Schools Division Superintendent

**Date:** January 19, 2017

**Re :** **Reconstituting the National Search Committee and Creating a Screening Committee for Third Level Positions**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memo No. 7, s. 2017 re: *Reconstituting the National Search Committee (NSC) and Creating a Screening Committee for Third Level Positions.*

2. For immediate and widest dissemination.

**End:** As stated

**Copy furnished:** Records Unit

TO BE POSTED IN THE WEBSITE



Republic of the Philippines  
**Department of Education**

13 JAN 2017

DepEd MEMORANDUM  
No. **7**, s. 2017

**RECONSTITUTING THE NATIONAL SEARCH COMMITTEE AND CREATING  
A SCREENING COMMITTEE FOR THIRD LEVEL POSITIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
School Division Superintendents  
Public Elementary and Secondary School Heads

1. The National Search Committee (NSC) is hereby reconstituted to evaluate candidates and/or applicants for Third Level positions in the Department of Education (DepEd), such as Bureau and/or Service Directors, Regional Directors (RDs), Assistant Regional Directors (ARDs), Schools Division Superintendents (SDSs), and Assistant Schools Division Superintendents (ASDSs).

2. The NSC shall be headed by the Secretary of Education as Chairperson, with all Undersecretaries and Assistant Secretaries as Members thereof.

3. The NSC shall assist the Secretary in the review, formulation and implementation of the Department's selection and promotion guidelines for Third Level officials/officers based on the principles of merit, demonstrated competence, fitness, and opportunity for advancement to higher career positions.

4. The NSC shall prepare and regularly update an action plan for the selection and promotion of Third Level officers/officials, including the identification of vacancies and anticipated vacancies, the timetable for the selection of recommendees for the appointments thereto, and the allocation of tasks and responsibilities for the action plan implementation.

5. In order to facilitate and assist the NSC's evaluation process, a Screening Committee is hereby created to supervise or conduct interviews of applicants and/or candidates to Third Level positions, and to perform such other relevant tasks as may be assigned by the NSC.

6. The Screening Committee shall be composed of nine members, as follows:

**Chairperson** - Undersecretary (Usec) for Planning and Field Operations

**Vice Chairperson** - Usec or Assistant Secretary (ASec),  
with the highest CESO Rank

**Members**

- a. Undersecretary designated by the NSC on rotating basis
  - b. Assistant Secretary designated by the NSC on rotating basis
  - c. Director, Bureau of Human Resource and Organizational Development (BHROD)
  - d. Representative, Association of DepEd Directors (ADD)
  - e. Representative, Philippine Association of Schools Superintendents (PASS)
  - f. Representative, Philippine Educators Association of CESOs and Eligibles (PEACE)
  - g. External Member invited by the Secretary
7. For the External Member of the Screening Committee under paragraph 6 hereof, the Secretary shall give priority to inviting the Executive Director of the Career Executive Service Board.
8. The Chairperson or President of the ADD, PASS and PEACE shall submit to the NSC their duly designated representative and alternate representative.
9. The BHROD is hereby designated as the Secretariat of the NSC and the Screening Committee.
10. The operational expenses incurred by the NSC and Screening Committee, including the honoraria of the External Member and other incidental expenses, shall be charged to OSec-GAS, subject to the usual accounting and auditing rules and regulations. This Memorandum shall also serve as authority for the members of the Screening Committee and for candidates and applicants to attend activities related to the search process, and to use local funds for their travel expenses.
11. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

**Reference:**

DepEd Memorandum No. 297, s. 2007

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

COMMITTEE  
OFFICIALS  
PROMOTION  
SEARCH