



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City




Telefax: (0880 or 088) 413-0094 email: [depedmblycity@gmail.com](mailto:depedmblycity@gmail.com)

**DIVISION MEMORANDUM**

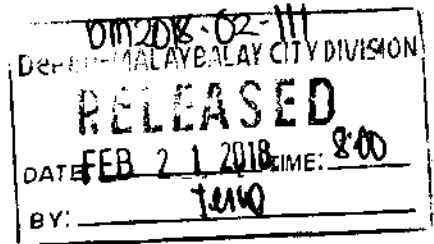
No. III s. 2018

**TO:** Chief/ Education Program Supervisors and Staff, SGOD and CID  
Public Elementary and Secondary School Heads  
All other concerned  
This Division

**FROM:**   
**EDILBERTO I. OPLENARIA, CESO VI**  
OIC- Schools Division Superintendent

**DATE:** February 19, 2018

**SUBJECT: COMPOSITION OF THE DIVISION SELECTION COMMITTEE ON RECRUITMENT OF KINDERGARTEN, ELEMENTARY, JUNIOR, AND SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR THE SCHOOL YEAR 2018-2019**



1. In pursuance to DO No. 3, s. 2016, this Office hereby disseminate composition of the Division Selection Committee whose functions are as follows:

**KINDERGARTEN AND ELEMENTARY LEVEL APPLICANTS**

**Venue: CASISANG SENIOR HIGH SCHOOL, March 5-9, 2018**

JASMIN J. ADRIATICO	Education Program Supervisor	Chairman
MA. CONCEPCION S. REYES	Education Program Supervisor	Member
RACHEL R. VALDE	Education Program Supervisor	Member
IMELDA S. BENTILLO	Education Program Supervisor	Member
JOSIE D. ZAMORA	Education Program Supervisor	Member
NARITA T. PADUA	PESPA President	Member
ABRAHAM BELISARIO	PTA Representative	Member
REMEDIOS BADAJOS	Representative, Civil Society	Member
ETHYL JANE BINAYAO	EPS II-ALS	Secretariat
PATERNO T. PADUA	PDO I	Secretariat

**JUNIOR HIGH SCHOOL APPLICANTS**

**Venue: CASISANG SENIOR HIGH SCHOOL, March 5-9, 2018**

LORENZO O. CAPACIO, EdD	Chief, Education Program Supervisor	Chairman
ROSIE A. SALUPADO	Education Program Supervisor	Member
LOU-ANN J. CULTURA	Education Program Supervisor	Member
VIRGILIN R. PIZZARO	Education Program Supervisor	Member



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PTR. RODNEY SARILLA	PTA Representative	Member
SUSAN S. OLANA, PhD	DAPPSHI Representative	Member
LORNA M. BUENDIA	Representative, Civil Society	Member
EDWIN A. CARIAGA	OIC, SEPS-HRD	Secretariat
JIMDANDY S. LUCINE	PDO II- DRRM	Secretariat

**SENIOR HIGH SCHOOL APPLICANTS**

**Venue: CASISANG SENIOR HIGH SCHOOL, March 12-16, 2018**

RALPH T. QUIROG	Chief, Education Program Supervisor	Chairman
PURISIMA J. YAP	Education Program Supervisor	Member
ANALY L. OCIER	Education Program Supervisor	Member
LUIS S. ALAJAR	Education Program Supervisor	Member
LEPELYN S. VALDEZ	Teacher Association Representative	Member
	Authorized representative of a duly-accredited or recognized organization industry proficient and knowledgeable in the track learning area needed	Member
MARSFIFTH M. MAMAWAG	EPS II-SocMob	Secretariat
MANUEL DINLAYAN III	PDO II	Secretariat
VICENTE G. SANMIGUEL	SEPS PLANNING & RESEARCH	Secretariat

**DEPED ELEMENTARY AND JUNIOR HIGH SCHOOL APPLICANTS TO SENIOR HIGH SCHOOL**

**Venue: CASISANG SENIOR HIGH SCHOOL, March 12-16, 2018**

RALPH T. QUIROG	Chief, Education Program Supervisor	Chairman
SUSAN S. OLANA, PhD	Principal IV	Member
JUTCHEL L. NAYRA, DPA	Administrative Officer V	Member
GUIA MA. G. GAMUTIN	Administrative Officer IV-Personnel	Member
LEPELYN S. VALDEZ	Teacher Association Representative	Member
MARSFIFTH M. MAMAWAG	EPS II-SocMob	Secretariat
MANUEL DINLAYAN III	PDO II	Secretariat
VICENTE G. SANMIGUEL	SEPS PLANNING & RESEARCH	Secretariat

2. The above mentioned Division Screening Committees shall perform the following:
  - a. Receives from the school screening committee the list applicants with the corresponding documents.
  - b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity and veracity.



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- c. Evaluates application on education, training experience, LET/PBET rating, interview, demonstration teaching, and specialized training and skills based on the criteria set forth in the guidelines.
- d. Review and consolidate the results of the individual ratings of applicants, scores they obtained from each criterion for evaluation.
- e. Prepares separate division-wide RQA for kindergarten, Elementary, Junior and Senior High School.
- f. Sends to each applicant a written communication detailing the scores, he or she has received from each evaluation criterion as well as the final rating, signed by the chairman.
- g. Secures list of the LGU- funded teachers from the office of the Local government unit (Municipal, local and provincial) from the Municipal, local and provincial administrators.
- h. Ensures that LGU-funded and volunteer teacher applicants go through the application process and provided for these guidelines.
- i. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations and SDS for approval.

3. For immediate dissemination and strict compliance.

Encl: as stated

Copy furnished:

Records Unit

To be posted in the website.