



Republic of the Philippines  
**Department of Education**  
DIVISION OF MALAYBALAY CITY

DM-2019-02-044

DEPED-MALAYBALAY CITY DIVISION

**RELEASED**

DATE: FEB 01 2019 TIME: 3:20

BY: *[Signature]*

**DIVISION MEMORANDUM**

No. 044, s. 2019

To: Assistant Schools Division Superintendent  
Chief/ Education Program Supervisors, SGOD and CID  
All School Heads  
All Others Concerned  
This Division

From: *[Signature]*  
**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

Date: February 1, 2019

Subject: **TIMELINES ON THE RECRUITMENT, EVALUATION AND SELECTION OF SENIOR HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR 2019-2020**

1. Pursuant to *DepEd Order No.3, s. 2016* on the (HIRING GUIDELINES FOR SHS TEACHER POSITIONS FOR SCHOOL YEAR SY 2016-2017, this office will conduct series of activities as enclosed.
2. The Division Selection Committee composition is also included (Enclosure 2).
3. School Heads of Public Senior High Schools are requested to attend the orientation since they chair the School Selection Committee.
4. Queries relative to this can be relayed to **Ralph T. Quirog**, Chief Education Supervisor, Curriculum Implementation Division at 09178818176.

Enclosure:  
As stated

Copy furnished:  
Records Unit  
HRD

To be posted in the website.

**SCHEDULE OF ACTIVITIES IN THE RECRUITMENT, EVALUATION  
AND SELECTION OF SENIOR HIGH SCHOOL TEACHER APPLICANTS**

<b>Time Frame</b>	<b>Activity</b>	<b>Point Person</b>
February 4,2019	Orientation of Applicants and School Selection Committee at Bukidnon National High School,LPT Hall. (1:00 pm to 5:00 pm)	Division Selection Committee
February 4-15,2019	Submission of documents and evaluation/verification of the School Selection Committee.	Teacher Applicants and School Selection Committee
February 18, 2019	Submission of documents by the School Selection Committee to the Division Selection Committee.	School Selection Committee
February 24, 2019	Administration of English Proficiency test at Casisang Senior High School	Division Selection Committee
February 26-March 1,2019	Review of documents by the Division Selection Committee at the Division Annex Building.	Division Selection Committee
March 4-8,2019	Conduct of interview and demonstration teaching at Bukidnon National High School.	Division Selection Committee
March 4,2019	STEM	
March 5,2019	HUMMS	
March 6,2019	ABM	
March 7,2019	TVL/SPORTS,ARTS AND DESIGN	
March 8,2019	Junior High School Teacher applicants applying for SHS position	
March 11-12,2019	Review of the eRQA by the Division Selection Committee	Division Selection Committee
March 13-14,2019	Submission of eRQA to the Office of the Schools Division Superintendent for Approval	Division Selection Committee
March 15,2019	Posting of the Registry of Qualified Applicants ( Tentative )	Division Selection Committee

**COMPOSITION OF THE SCHOOL SELECTION COMMITTEE**

Chairman	• School Head
Members	• Head Teacher for Core and/Track subject as needed based on the schools vacancies
	• Three (3) teachers from the different learning areas as needed based on the schools vacancies

**COMPOSITION OF THE DIVISION SELECTION COMMITTEE**

**DIVISION SELECTION COMMITTEE ON SENIOR HIGH SCHOOL**

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
RALPH T. QUIROG	Chief, Education Program Supervisor	Co-Chairman
ANALY L. OCIER	Education Program Supervisor	Member
SUSAN S. OLANA, PhD	Secondary School Principal IV	Member
JOSEPHINE L. VALLEDOR	Education Program Supervisor	Process Observer
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
EMELYN RAZO	Librarian II	Secretariat
MANUEL DINLAYAN III	PDO II	Secretariat
VICENTE G. SANMIGUEL	SEPS PLANNING AND RESEARCH	Secretariat

**HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD  
( HRMPSB ) FOR APPLICANTS CURRENTLY TEACHING IN PUBLIC SCHOOLS**

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
RALPH T. QUIROG	Chief, Education Program Supervisor	Co-Chairman
SUSAN S. OLANA, PhD	Principal IV	Member
JUTHEL L. NAYRA, DPA	Administrative Officer V	Member
GUIA MA. G. GAMUTIN	Administrative Officer IV-Personnel	Member
LEPELYN S. VALDEZ	Teacher Association Representative	Member
MARSIFTH M. MAMAWAG	EPS II-SocMob	Secretariat
LOUELLA CHRISTINE S. TOYLO	Administrative Aide VI	Secretariat
LIEZL JANE L. PADRONES	Administrative Aide VI	Secretariat

**DIVISION SELECTION COMMITTEE  
ON SENIOR HIGH SCHOOL BY TRACKS**

SUNNY RAY F. AMIT	Assistant Schools Division Superintendent	Chairman
<b>ACADEMIC TRACK</b>		
RALPH T. QUIROG	Chief, Education Program Supervisor (STEM, HUMMS, ABM)	Co-Chairman
ANALY L. OCIER	Education Program Supervisor	Member/In-charge
<b>SPORTS, ARTS AND DESIGN</b>		
LOU ANN J. CULTURA	Education Program Supervisor	Member/In-charge
<b>TVL</b>		
LUIS S. ALAJAR, JR.	Education Program Supervisor	Member/In-charge