



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM 2022-03-117
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: MAR 07 2022
 BY: [Signature]

DIVISION MEMORANDUM

No. 117, s. 2022

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Elementary and Secondary School Heads, Non-Implementing Units
 This Division

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: March 3, 2022

RE: COMPOSITION OF THE SCHOOL AND DIVISION SELECTION COMMITTEES
 ON RECRUITMENT OF KINDERGARTEN, ELEMENTARY, JUNIOR, AND SENIOR
 HIGH SCHOOL TEACHER APPLICANTS FOR SCHOOL YEAR (SY) 2022-2023

1. Effective immediately, the composition of the School and Division Selection Committee on recruitment of new Teacher applicants is hereby reorganized as follows:

A. Kindergarten and Elementary

School Selection Committee (SSC) for Kinder and Elem.

Chairperson: School Head
 Members: Four (4) Teachers identified by the School Head

Division Selection Committee (DSC) for Kindergarten and Elementary

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	ALIENA S. DAJAY, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Adriatico, Jasmin J.	Education Program Supervisor	Member
3	Bentillo, Imelda S.	Education Program Supervisor	Member
4	Reyes, Ma. Concepcion S.	Education Program Supervisor	Member
5	Sanmiguel, Vicente G.	Public Schools District Supervisor	Member
6	Berial, Evernold C.	Public Schools District Supervisor	Member
7	Balintongog, Liza G.	Public Schools District Supervisor	Member
8	Buhawe, Benjamin M.	PESPA President	Member
9	Dinlayan, Irene A.	Teacher's Representative	Member
10		PTA Representative	Member
11		Representative - Civil Society	Member
	Alcuizar, Ria K.	SEPS Planning and Research	Secretariat
	Molawan, Glaive May D.	Administrative Aide VI	Secretariat
	Pagaran, Karl Lois C.	PDO I	Secretariat



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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B. Junior High School

School Selection Committee (SSC) for JHS

Chairperson: School Head

Members: Department Head Concerned

Three (3) Teachers from different learning areas

Division Selection Committee (DSC) for Junior High School

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	ALIENA S. DAJAY, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Capacio, Lorenzo O.	Chief Education Program Supervisor	Co-Chairman
3	Yap, Purisima J.	Education Program Supervisor	Member
4	Pizarro, Virgilin R.	Education Program Supervisor	Member
5	Salupado, Rosie A.	Education Program Supervisor	Member
6	Arangco, Rosalio P.	Education Program Supervisor	Member
7	Olana, Susan S.	DAPSSHI President	Member
8	Valdez, Lepelyn S.	Teacher's Representative	Member
9		PTA Representative	Member
10		Representative – Civil Society	Member
	<i>Cahucom, Lucilyn M.</i>	<i>PDO I (YFC)</i>	<i>Secretariat</i>
	<i>Merida, Woodrow Wilson B.</i>	<i>SEPS HRD</i>	<i>Secretariat</i>
	<i>Lucine, Jimdandy S.</i>	<i>PDO II – DRRM</i>	<i>Secretariat</i>

B. Senior High School

School Selection Committee (SSC) for SHS

Chairperson: School Head

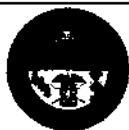
Members: Head Teacher for Core and/or Track subject as needed based on the school vacancies

Three (3) teachers from different learning areas as needed based on the school Vacancies

President or authorized representative of the School Parents-Teachers Association (PTA)

Division Selection Committee (DSC) for Senior High School

No.	NAME	PLANTILLA POSITION	DESIGNATION
1	ALIENA S. DAJAY, PhD., CESE	Asst. Schools Div. Superintendent	Chairman
2	Quirog, Ralph T.	Chief Education Supervisor	Co-Chairman
3	Ocier, Analy L.	Education Program Supervisor	Member
4	Gabales, Dindo M.	Education Program Supervisor	Member
5	Valde, Rachel R	Education Program Supervisor	Member
6	Tan Nery, Noel A.	Public Schools District Supervisor	Member
7	Olana, Susan S.	DAPSHI President	Member
8	Valledor, Josephine L.	Educ. Program Supervisor - Region	Member



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9	Valdez, Lepelyn S.	Teachers Association Representative	Member
10		Authorized representative of a duly accredited or recognized organization / industry proficient and knowledgeable in the track learning area needed	Member
	<i>Tugonon, Emelyn R.</i>	<i>School Librarian II</i>	<i>Secretariat</i>
	<i>Catane, Gretchen V.</i>	<i>EPSII - ALS</i>	<i>Secretariat</i>
	<i>Padua, Paterno T.</i>	<i>PDO II - LRMDC</i>	<i>Secretariat</i>

2. Pursuant to DepED Order No. 7, s. 2015 On Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016, and DepED Order No. 3, s. 2016 On Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective SY 2016-2017 the following are the **duties and responsibilities** of the School and Division Selection Committees:

School Selection Committees (SSC):

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places.
- b. Receives applications and documents.
- c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
- d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.

Division Selection Committee (DSC):

- 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.
- d. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- e. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- f. Prepares separate Division-wide RQAs for Kindergarten, Elementary and Secondary. A separate Division -wide RQA for each core subject and track for Senior High School.

3. For immediate dissemination.

Copy furnished:

Records Unit
 Personnel Unit



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