



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
DIVISION OF ZAMBOANGA DEL NORTE  
Dipolog City 7100



DIVISION MEMORANDUM  
NO. 045, s. 2018



TO : Assistant Schools Division Superintendent  
Education Program Supervisor  
Public Schools District Supervisor  
Elementary and Secondary School Principals/Head  
All Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT : Composition of the Division Selection Committee in Hiring Teacher I Position

DATE : December 13, 2018

1. Pursuant to DepEd Order No. 7, S. 2015 entitled "Hiring Guidelines for Teacher I Positions Effective SY 2015-2016 as the primary hiring policy to be used in the evaluation and selection of teachers for Senior High School and Kindergarten to Grade 10 effective December 17, 2018, the Selection Committee of this Division shall be composed of the following:

2. The Committee shall have the following composition and functions:

2.A. Division Selection Committee - Elementary

Chairperson: Virgilio P. Batan, Jr., CESE  
OIC-Assistant Schools Division Superintendent

Members: Juliet J. Velasco - Education Program Supervisor  
Grace T. De La Cruz - Education Program Supervisor  
Leynie Boy G. Bellino - Education Program Supervisor  
Danilo B. Alga - PESPA President  
ZNPSTEA Representative

2.B. Division Selection Committee - Secondary

Chairperson: Filma B. Catalan  
OIC-Assistant Schools Division Superintendent

Members: Mickrel N. Duller - Education Program Supervisor  
Antonio R. Liao - Education Program Supervisor  
Fe G. Jebone - Education Program Supervisor  
Gerardo R. Montilla, Jr. - NASSPHIL President  
ZNPSTEA Representative

2.C. The Division Selection Committee shall have the following functions:

- Receives from the School Screening Committee the list of applicant with the corresponding documents.
- Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity and veracity.
- Evaluates applicants on Education Teaching experience, LET/PBET Rating, Interview, Demonstration Teaching and Specialized Training Skills based on the criteria set forth of these guidelines.
- Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtained in each criterion for evaluation.
- Prepares division-wide RQAs for Kindergarten, Elementary, Junior High School and Senior High Schools.

- f. 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.
- g. Secures list of LGU-funded and volunteer teacher from the office of the provincial Governor, municipal mayor or provincial/municipal administrator.
- h. Ensures the LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- i. Submits the complete results evaluation of applicants, including pertinent papers of deliberation to the SDS for approval.

3. School Screening Committee:

3.A. Composition

1. The Committee at the elementary level shall be chaired by the School Head with four (4) teachers as members. In case of primary, incomplete elementary and multi-grade (MG) School, the Committee shall be chaired by the cluster head with four(4) teachers from the cluster schools as members.
2. The Committee at the secondary levels shall be chaired by the School Head. The Department Head concerned and three (3) teachers from the different learning areas (as needed based on the school's vacancies) shall be members. For small secondary schools that do not have department heads, the School Head shall be the Committee Chair with four (4) subject teachers/leaders from the different learning areas as members.
3. Committee members shall be identified by the School Head using the above mentioned specifications. The School Head shall then transmit the Composition of School Screening Committee to the Schools Division Superintendent for issuance of corresponding Designation Order.

3.B. The School Selection Committee shall have the following functions:

- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places and at the websites of schools and teacher education training institutions at all times. The step-by-step procedure in applying for Teachers I position, including a copy of this order, must be posted as well.
- b. Receives application papers with supporting documents.
- c. Secondary Screening Committee must check if specified certification for NC II and Trainers Methodology is attached and Transcript of Records of M.A. Units align in their Baccalaureates Degree for second courser applicants.
- d. Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents.
- e. Issues a certification to each applicant that they had received the application specifying the documents that have been submitted in support of the applications.
  1. The School Screening Committee shall not refuse acceptance of my application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
  2. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee; as such submissions must be noted and marked by the Committee.
- f. Produces copies of the received application and documents before submitting the original copies to the Division Selection Committee. The copies are then to be compiled and/or bound with a table of contents and proper pagination and are to be kept in the Office of the School Head for records purposes.

4. To further achieve the principles of merit and fitness, objectivity and uniformity in evaluation and strengthening of the selection process for teaching personnel in this Division, the Division and School Selection Committees are directed to strictly abide by the guidelines stipulated in the aforesaid DepEd Orders.
5. Attached is the Schedule and Venue for Demonstration and Interview to be followed.
6. For information, guidance and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE  
Schools Division Superintendent



Reference: DepEd Order No. 7, s. 2015  
DepED Order No. 3, s. 2016  
DepED Order No. 50, s. 2016