



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



RELEASED

03 JAN 2018

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DATE

Division Memorandum
No. 001, s. 2017

To: Assistant Schools Division Superintendents
Education Program Supervisors Concerned
Public Schools District Supervisors
Elementary and Secondary School Principals/Heads
All Concerned

From: The Office of the Schools Division Superintendent

Subject: Composition of the Division Selection Committee and School Screening Committee in Hiring
Teacher I Positions

Date: December 29, 2017

1. Pursuant to DepEd Order No. 7, s. 2015 entitled "Hiring Guidelines for Teacher I Positions Effective School Year (SY) 2015-2016 as the primary hiring policy to be used in the evaluation and selection of teachers for the Kindergarten to Grade 10 and Senior High levels effective January 15, 2018, the Selection Committee of this Division shall be composed of the following:
2. The Committees shall have the following compositions 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, Ed. D.
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:

- a. Receives from the School Screening Committee the list of applicant with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity and veracity.
- c. 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.
- d. Reviews and consolidates the results of the individual ratings of applicants, based on the the scores they obtained in each criterion for evaluation.
- e. Prepares separate 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 its 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 records 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) Schools, 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 level shall be chaired by the School Head. The Department Head concerned and three (3) teacher 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 leaders from the different learning areas as members.
3. Committee members shall be identified by the School Head using the abovementioned specifications. The School Head shall then transmit the Composition of the School Screening Committee to the Schools Division Superintendent for the issuance of corresponding Designation Order.

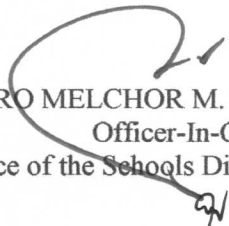
3.B. The School Selection Committee shall have the following functions:

- 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 Teacher I positions, including a copy of this order, must be posted as well.

- b. Receives applications of 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 applications.
 1. The School Screening Committee shall not refuse acceptance of any 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.
 - e. Produces copies of the received applications and documents before submitting the original submissions 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 aforecited DepEd order.
5. For information, guidance and strict compliance.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: DepEd Order No. 7, s. 2015
DepEd Order No. 3, s. 2016
DepEd Order No. 9, s. 2016