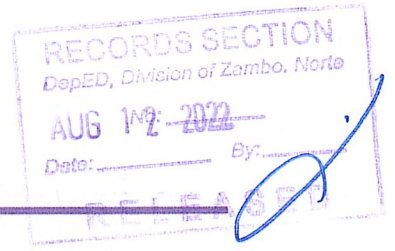




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 310s 2022

**TO: Assistant Schools Division Superintendents
 Chiefs-CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors/PICDs
 Public Elementary and Secondary Schools Heads/Cluster
 Heads/Principals**

FROM: VIRGILIO P. BATAN, JR., CESO VI
 Schools Division Superintendent

**SUBJECT: COMPOSITION OF PERSONNEL SELECTION COMMITTEE in
 the SCHOOL in HIRING TEACHER II, TEACHER III POSITIONS
 and IMPLEMENTING UNITS (IUs) NON-TEACHING
 PERSONNEL**

DATE: AUGUST 11, 2021

1. To expedite the process of downloading of services and for the timely completion of enlisting positions for appointment and promotion this office adopts **DepEd Order No. 66 s. 2007** entitled "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions".
2. In view thereof, this Office announces the creation of Personnel Selection Committee in the School to facilitate the selection and evaluation of Teacher II, Teacher III and IUs Non-Teaching Personnel positions for appointment and promotion.
3. Further, the conduct of the selection and evaluation for the said positions shall be done in the **Districts** which will commence on **August 12, 2022**.
4. Anent this, the Personnel Selection Committee in the School shall be composed of the following:

a. Elementary

Chairperson: PICD/PSDS

Members:

Senior Principal
 School Head where the vacancy exists

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 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



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Teacher Association President
Senior AO/Principal
ADAS/Bookkeeper as support staff

B. Secondary

Chairperson: PICD/PSDS

Vice-Chairperson: Secondary Principal where the vacancy exists

Members:

School Principal

Administrative Officer

Teachers Association President (Secondary)

Two Secretaries (from the non-teaching personnel)

C. Implementing Units (Non-Teaching Personnel)

Chairperson: PICD/PSDS

Members:

Two School Principals

Administrative Officer

NEU- Non-Teaching Representative

2. Names of the identified personnel shall be submitted to the Division Office, through DepEd ZN Email: zn.division@deped.gov.ph on **August 12, 2022**, for proper designation.

3. Functions of the Personnel Selection Committee in the School (D. O. 66, s. 2007, I par 2):

a. Evaluate and deliberate the qualifications listed in the selection lineup *en banc*.

b. Make a systematic assessment of the qualifications and competence of the candidates for appointment to the vacant position.

c. Conduct further assessments such as written examinations, skills tests, interviews, and others of qualified candidates.

d. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited in II item 5 of D.O. 66 s.2007.

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4. The results of the said Personnel Selection Committees shall be submitted to the Division HRMPSB for further deliberation.
5. The selection and evaluation of vacant positions for Teacher II, Teacher III, and Implementing Units Non-Teaching Personnel shall commence after its ten-day publication in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring Publication of Existing Vacant Position in Government Officers).
6. This shall take effect immediately and shall remain enforce until rescinded.
7. For widest dissemination and strict compliance is directed.

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