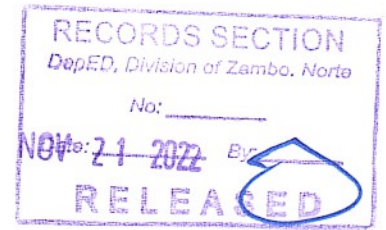




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



November 11, 2022

**Division Memorandum**  
 No. **442**s 2022

**RECONSTITUTION OF DISTRICT PERSONNEL SELECTION SUB-COMMITTEES FOR THE ELEMENTARY, SECONDARY AND SCHOOL-BASED NONTEACHING PERSONNEL**

**To: Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 PSDSs and PICDs  
 School Heads  
 All Others Concerned**

1. In adherence to DepEd Order No. 19 series of 2022 entitled, “The Department Merit Selection Plan”, and to ensure continuous efficient enlisting of positions for appointment and promotion, this office hereby informs the field of the reconstituted District Personnel Selection Sub-Committees effective immediately, namely:

a.

<b>Elementary</b>	
Lead	PSDS
Co-Lead	Surrogate Education Program Supervisor
Members	<ol style="list-style-type: none"> <li>1. Central School Principal</li> <li>2. School Head where the vacancy exists</li> <li>3. Teacher Association President</li> <li>4. AO II</li> <li>5. SGOD Surrogate – Monitor</li> </ol>
Secretariat	<ol style="list-style-type: none"> <li>1. ADAS II</li> <li>2. DICT</li> <li>3. One SDO Personnel (per cluster)</li> </ol>

b.

<b>Secondary</b>	
Lead	PSDS
Co-Lead	Surrogate Program Supervisor
Members	<ol style="list-style-type: none"> <li>1. Secondary Principal where the vacancy exists</li> <li>2. School Principal</li> <li>3. Teacher Association President (Secondary)</li> <li>4. AO II</li> <li>5. SGOD Surrogate – Monitor</li> </ol>
Secretariat	<ol style="list-style-type: none"> <li>1. ADAS II</li> <li>2. Registrar (if any)</li> <li>3. DICT</li> <li>4. One SDO Personnel (per cluster)</li> </ol>



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c.

<b>Implementing Units (Nonteaching Personnel)</b>	
Lead	PSDS
Co-Lead	Surrogate Education Program Supervisor
Members	1. Two School Principals 2. AO I/II/IV (if any) 3. SGOD Surrogate -Monitor
Secretariat	1. ADAS II 2. Registrar (if any) 3. DICT 4. One SDO Personnel (per cluster)

d.

<b>Central ICT Team</b>	
Lead	Division ITO
Members	1. DICT 2. School ICT where the vacancy exists 3. SDO ICT Staff 4. HRMPSB Secretariat

2. Members of the Personnel Selection Sub-Committees in the Districts shall:

- a. Assist in the conduct of the initial evaluation of applicants upon receipt of a Division Memorandum for said activity;
- b. Receive documents from the applicants;
- c. Assign venue for the initial evaluation and document assessment;
- d. Observe the proper health and safety protocols;
- e. Inform all applicants of the activities to be undertaken in relation to hiring and to the initial evaluation and document assessment;
- f. Inform the applicants to register their application to the online link provided in the Division Memorandum Call for Applicants for their Division Unique Application Number (DUAN);
- g. Make systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- h. Develop and conduct further assessment such as written examination, skills test and others, as deemed necessary;
- i. Submit to the Division HRMPSB the Initial Evaluation Result (IER) and assessment result following the template provided duly signed by the Sub-Committee Members and the Minutes of Deliberation;
- j. Maintain fairness and impartiality in the assessment of applicants' documents;
- k. Respond to queries and/or complaints pertaining to the initial comparative assessment results;
- l. Present the district result during the deliberation called for by the Division HRMPSB;



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- m. Keep a copy of the result of the initial evaluation and assessment of documents in the district for future reference;
  - n. Post the online QAME in all rooms;
  - o. Perform other related functions as may be assigned.
3. All members of the sub-committees shall perform their respective duties and functions set forth in the guidelines.
  4. The initial results together with the applicants' documents of the Personnel Selection Sub-Committees shall be submitted to the Division HRMPSB **within five (5) days** for final evaluation.
  5. The Division ITO shall lead in the creation, dissemination, monitoring and management of the online/virtual platforms utilization in coordination with the assigned district ICT officers. The ITO shall also be responsible for generating the roster of applicants, electronic RQA and applicant's Division Unique Applicant Number (DUAN).
  6. An online QAME will be conducted by the SGOD-SMME SEPS and EPS and shall be presented during the debriefing.
  7. Attached to this Division Memorandum is the list of District Assignment of Education Program Supervisors as Surrogate Supervisor (Annex "A") and list of SGOD Surrogate District Assignment (Annex "B").
  8. All orders, rules and regulations and other related issuances, which are inconsistent with this Memorandum are hereby repealed, rescinded or amended accordingly.
  9. Immediate and wide dissemination of this Memorandum is desired.

  
**VIRGILIO S. BATAN, JR., CESO VI**  
Schools Division Superintendent

*Encl: As stated*

*Reference: DO No. 19 s. 2022*

HRMPSB/Secretariat/DistrictPersonnelSelectionSub-Committees/DM \_\_\_\_-2022/1114/2022

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Annex "A"


**DISTRICT ASSIGNMENT OF EPSs AS SURROGATE SUPERVISOR**

Name of EPS	Surrogate Districts
EPS LEYNIE BOY G. BELLINO	Polanco II, Sergio Osmeña I, II
EPS JANET N. RECAMARA	Polanco I, Piñan, Mutia
EPS ARTHURO J. LAMDAG	Sibutad, La Libertad, Rizal
EPS ANITA D. SUBEBE	Katipunan I, II, Roxas I
EPS FE G. JEBONE	Roxas II, Manukan I, II
EPS GRACE T. DELA CRUZ	Ponot, Sindangan North, Sindangan Central
EPS ARCELITA B. ZAMORAS	Sindangan South, Siayan, Bacungan
EPS EVELYN C. LABAD	Salug I, II, Godod, Sibuco
EPS MICKREL N. DULLER	Liloy I, II, Tampilisan, Kalawit
EPS NILDA Y. GALAURA	Labason, Gutalac I, II, Baliguan
EPS JALDERITA A. DUBLICO	Siocon, Sirawai

Prepared by:

Recommending Approval:

  
**LILIA E. ABELLO EdD**  
CID Chief

  
**JUDITH V. ROMAGUERA EdD CESO VI**  
Asst. Schools Division Superintendent  
14 NOV 2022

Approved:

  
**VIRGILIO P. BATAN JR. CESO VI**  
Schools Division Superintendent



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Annex "B"

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**SGOD Surrogate District Assignment**  
 As of November 9, 2022

#	District	Name	Signature
<b>Cluster I (CD 1)</b>			
1	La Libertad	Cheryl V. Ocupe	<i>ocupe</i>
2	Mutia	Laisa Madel M. Cinches	<i>for: [Signature]</i>
3	Pinan	Sonia Y. Uy	<i>[Signature]</i>
4	Polanco I	Nicollette Ria E. Tangon	<i>[Signature]</i>
5	Polanco II	Giparel B. Elumba	<i>[Signature]</i>
6	Rizal	Joy Marie O. Labog	<i>for: [Signature]</i>
7	S. Osmeña I	Glinda C. Oca	<i>[Signature]</i>
8	S. Osmeña II	Robert I. Poculan III	<i>[Signature]</i>
9	Sibutad	Eunice D. Janolino	<i>[Signature]</i>
<b>Cluster II (CD 2)</b>			
10	Katipunan I	Nicollette Ria E. Tangon	<i>[Signature]</i>
11	Katipunan II	Giparel B. Elumba	<i>[Signature]</i>
12	Roxas I	Sonia Y. Uy	<i>[Signature]</i>
13	Roxas II	Cheryl V. Ocupe	<i>ocupe</i>
14	Manukan I	Joseph L. Pantoja	<i>[Signature]</i>
15	Manukan II	Joy Marie O. Labog	<i>for: [Signature]</i>
<b>Cluster III</b>			
16	Ponot	Glinda C. Oca	<i>[Signature]</i>
17	Sinda. North	Robert I. Poculan III	<i>[Signature]</i>
18	Sinda. Central	Leonido A. Pampilo Jr.	<i>[Signature]</i>
19	Sinda. South	Wilson H. Inding	<i>[Signature]</i>
20	Siayan	Dave A. Patigayon	<i>[Signature]</i>
<b>Cluster IV (CD 3)</b>			
21	Bacungan	Leonido A. Pampilo Jr	<i>[Signature]</i>
22	Godod	Joseph L. Pantoja	<i>[Signature]</i>
23	Kalawit	Dave A. Patigayon	<i>[Signature]</i>
24	Salug I	Ervie A. Acaylar	<i>[Signature]</i>
25	Salug II	Jed A. Nieves	<i>[Signature]</i>
26	Liloy I	Eunice D. Janolino	<i>[Signature]</i>
27	Liloy II	Jessie E. Elacan	<i>[Signature]</i>
28	Tampilisan	Ethyl Kimberly S. Labadan	<i>[Signature]</i>
<b>Cluster V</b>			
29	Labason	Ethyl Kimberly S. Labadan	<i>[Signature]</i>
30	Gutalac I	Jessie E. Elacan	<i>[Signature]</i>
31	Gutalac II	Laisa Madel M. Cinches	<i>for: [Signature]</i>
32	Baliguian	Wilson H. Inding	<i>[Signature]</i>
33	Siocon	Ervie A. Acaylar	<i>[Signature]</i>
34	Sirawai	Jed A. Nieves	<i>[Signature]</i>
35	Sibuco	Eunice D. Janolino	<i>[Signature]</i>

Prepared by

Noted:

*[Signature]*  
**MARY JERICA L. OCUPE**  
 ADA VI

*[Signature]*  
**JOY E. LETRAN- SINGSON EMD**  
 Chief Education Supervisor, SGOD

