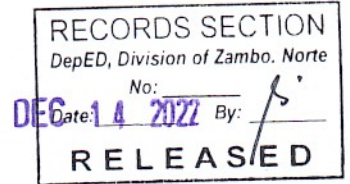




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



December 12, 2022

Division Memorandum  
No. 476s 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 442, s 2022 RE  
RECONSTITUTION OF DISTRICT PERSONNEL SELECTION SUB-COMMITTEES  
FOR THE ELEMENTARY, SECONDARY AND SCHOOL-BASED NONTEACHING  
PERSONNEL PROCESS FLOW**

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

1. For the smooth transition of the Recruitment, Selection and Placement processes in compliance with DepEd Order No. 19, s. 2022, this Office informs the field of the process flow for the District Personnel Selection Sub-committees.
2. Please find the following enclosures for your ready reference:
  - Enclosure No. 1 – Process Flow for the District Personnel Selection Sub-committees
  - Enclosure No. 2- Templates for Initial Evaluation Report (IER)
  - Enclosure No. 3- Template for Initial Assessment Result (IAR)
3. Immediate and wide dissemination of this Memorandum is desired.

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

References:

DepEd Order No. 19, s. 2022  
DepEd Order No. 41, s. 2022

HRMPSB/Secretariat/RSPprocessflow/DM \_\_\_-2022/1212/2022



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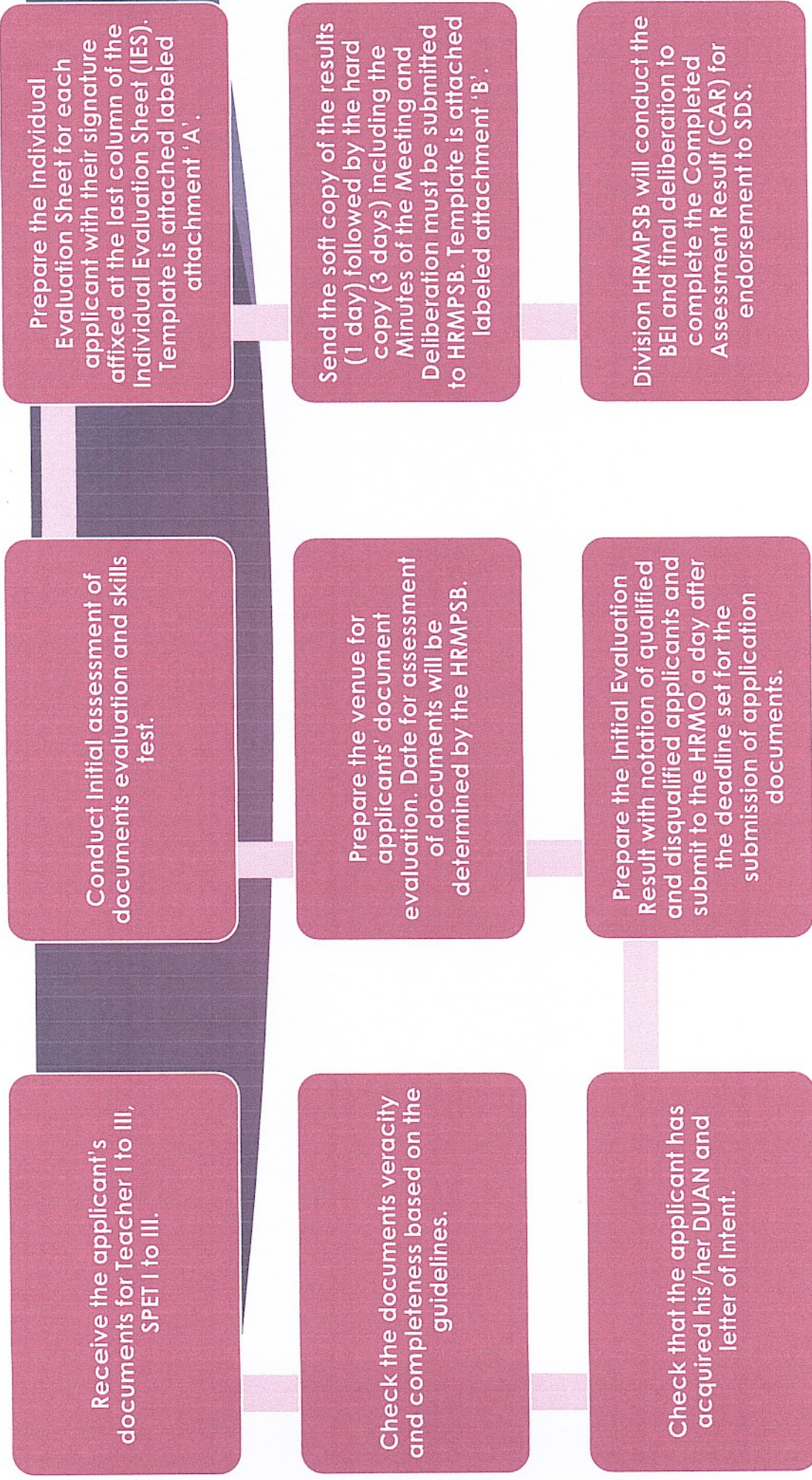




# Process Flow for the District Personnel Selection Sub-committees

Enclosure No. 1





Receive the applicant's documents for Teacher I to III, SPET I to III.

Conduct Initial assessment of documents evaluation and skills test.

Prepare the Individual Evaluation Sheet for each applicant with their signature affixed at the last column of the Individual Evaluation Sheet (IES). Template is attached labeled attachment 'A'.

Check the documents veracity and completeness based on the guidelines.

Prepare the venue for applicants' document evaluation. Date for assessment of documents will be determined by the HRMPSB.

Send the soft copy of the results (1 day) followed by the hard copy (3 days) including the Minutes of the Meeting and Deliberation must be submitted to HRMPSB. Template is attached to labeled attachment 'B'.

Check that the applicant has acquired his/her DUAN and letter of Intent.

Prepare the Initial Evaluation Result with notation of qualified and disqualified applicants and submit to the HRMO a day after the deadline set for the submission of application documents.

Division HRMPSB will conduct the BEI and final deliberation to complete the Completed Assessment Result (CAR) for endorsement to SDS.







# Template for Initial Assessment Results

Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Individual Evaluation Sheet

Name of Candidates	Present Position	ELIGIBILITY	Performance Rating (35pts)	Relevant Exp. (5 pts.)	Outstanding Accomplishment (5 pts.)				Education (10 pts.)	Training (10 pts.)	Potential (20 pts)	Psychosocial Attitude (15 pts)	Total Points (100)	Rank	Applicants Signature
					A (1 pts.)	B (1 pts.)	C (1 pts.)	D (1 pts.)							
<b>POSITION and ITEM NO.:</b>															
DM no. and DATE OF PUBLICATION:															
DISTRICT PERSONNEL SELECTION SUB-COMMITTEE: We hereby certify as to the correctness of the above results. Signed this 21st day of October, 2022.															
_____ Member _____ Member _____ Member _____ Co-chairperson _____ Chairperson															