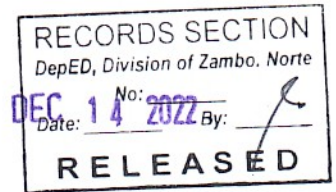




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



December 12, 2022

**Division Memorandum**  
 No. 477s 2022

**COMPOSITION OF DIVISION DOCUMENT EVALUATORS COMMITTEE**

**To: Assistant Schools Division Superintendents**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**PSDSs and PICDs**  
**Senior Education Program Specialists**  
**Project Development Officers**  
**School Heads**  
**All Others Concerned**

1. To strengthen our selection process pursuant to DepEd Order No. 19, s. 2022, anchored on the principles of merit, competence, fitness, accountability, transparency, and equal opportunity, this Office informs the field of the established Division Document Evaluator Committee comprised of the following:

Chairperson:	LILIA E. ABELLO	CID CHIEF
Vice Chairperson:	ARCELITA B. ZAMORAS	EPS
Members:	ERVIE ACAYLAR	EPS- SGOD
	LEYNIE BOY G. BELLINO	EPS
	JANET RECAMARA	EPS
	ARTHURO J. LAMDAG	EPS
	ANITA D. SUBEBE	EPS
	FE G. JEBONE	EPS
	GRACE T. DELA CRUZ	EPS
	EVELYN C. LABAD	EPS
	MICKREL N. DULLER	EPS
	NILDA Y. GALAURA	EPS
	JALDERITA A. DUBLICO	EPS
	WILSON H. INDING	SEPS
	LEONIDO A. PAMPILO, JR.	SEPS
	ROBERT I. POCULAN III	SEPS
	JESSIE E. ELACAN	SEPS
	LAISA MADEL M. CINCHES	PDO I
	ETHYL KIMBERLY LABADAN	PDO I
	JOSEPH L. PANTOJA	PDO I
	HAZEL J. RANJIT	REGISTRAR
SECRETARIAT:	HRMPSB SECRETARIAT	



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2. Members of the Division Document Evaluators Committee shall:
  - a. Assess and evaluate the documents of all the applicants for second level positions in the teaching, school administration, related teaching and non-teaching positions including second level executive/managerial positions and specialized and/or highly technical positions, such as but not limited to the following:
    - i. Master Teachers
    - ii. Head Teachers
    - iii. School Principals
    - iv. Administrative Officers
    - v. Senior Program Specialists
    - vi. Education Program Supervisors
    - vii. Other teaching and nonteaching related positions
  - b. Maintain fairness and impartiality in the evaluation of the applicants' documents;
  - c. Complete the evaluation and assessment of the applicants' documents within three (3) working days upon receipt thereof;
  - d. Submit to the Division HRMPSB the Initial Evaluation and Assessment results following the template provided duly signed by the members of the Division Document Evaluators Committee (DDEC) together with the applicants' documents a day after the completion of the initial evaluation;
3. Please find enclosure 1 for the process flow for the Division Document Evaluator Committee.
4. All orders, rules and regulations and other related issuances, which are inconsistent with this Memorandum are hereby repealed, rescinded or amended accordingly.
5. 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/DDEC/DM \_\_\_-2022/1212/2022



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# Process Flow for the Division Document Evaluators Committee (DDEC)

Enclosure 1

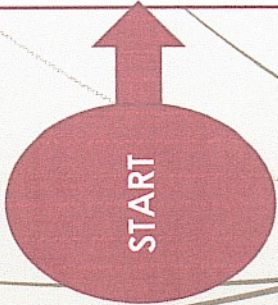
**HRMO:** Receive the applicant's documents for second level positions in the teaching, school administration, related teaching and non-teaching positions including second level executive/managerial positions and specialized and/or highly technical positions, such as but not limited to the following:

- i. Master Teachers
- ii. Head Teachers
- iii. School Principals
- iv. Administrative Officers
- v. Senior Program Specialists
- vi. Education Program Supervisors
- vii. Other teaching and nonteaching related positions

**HRMO:** Check the documents veracity and completeness based on the guidelines.

**HRMO:** Check if the applicant has acquired his/her DUAN and letter of Intent.

**HRMO:** Prepare the Initial Evaluation Result with notation of qualified and disqualified applicants and submit a copy to the DDEC for evaluation and assessment.



**DDEC: Assess and evaluate** the documents of all the applicants for second level positions in the teaching, school administration, related teaching and non-teaching positions including second level executive/managerial positions and specialized and/or highly technical positions, such as but not limited to the following:

- i. Master Teachers
- ii. Head Teachers
- iii. School Principals
- iv. Administrative Officers
- v. Senior Program Specialists
- vi. Education Program Supervisors
- vii. Other teaching and nonteaching related positions

**DDEC:** Complete the evaluation and assessment of the applicants' documents within three (3) working days upon receipt of thereof;

**DDEC:** Submit to the Division HRMPSB the Initial Evaluation and Assessment results following the template provided duly signed by the members of the Division Document Evaluators Committee (DDEC) together with the applicants' documents a day after the completion of the initial evaluation;

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

END

Receive the applicant's documents for:

- i. Master Teachers
- ii. Head Teachers
- iii. School Principals
- iv. Administrative Officers
- v. Senior Program Specialists
- vi. Education Program Supervisors
- vii. Other teaching and nonteaching related positions

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 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.

Division Document Evaluators

**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.)							
POSITION and ITEM NO.:															
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 - Evaluator

\_\_\_\_\_ Co-chairperson

\_\_\_\_\_ Chairperson