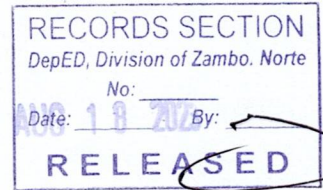




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 18, 2023

Division Memorandum

No. 350 s. 2023

CONDUCT OF DOCUMENT EVALUATION AND SKILLS TEST FOR THE VACANT POSITIONS IN THE SHOOOLS DIVISION OF ZAMBOANGA DEL NORTE

**To: Public Schools District Supervisors
School Heads for Elementary and Secondary Level
All Others Concerned**

1. In connection with Division Memorandum 341, 342 and 343 the Schools Division of Zamboanga del Norte will conduct the comparative assessment of applicants for the vacant positions published.
2. The Division Document Evaluators Committee (DDEC) are tasked to assess and validate the pertinent documents submitted by the applicants. Please refer to **enclosure No. 1** of this memorandum for DDEC assignment. Document assessment will be conducted from **August 24 to 26, 2023**.
3. Written Exam and skills test for the applicants will be conducted in the districts and facilitated by the ICT coordinators for each cluster. The written exam and skills test will be conducted on **August 25, 2023**, skills test will be provided to district ICTs one day before the scheduled date. Please refer to **enclosure no. 1** of this memorandum for ICT coordinator assignment. The Division ITO shall oversee the administration of the skills test in the districts. Any expenses incurred by all involved shall be charged to school funds.
4. Comparative Assessment, Behavioral Events Interview and Document Validation for SPET I will be done in the Schools Division Office and not in the district. DPSSCs are required to submit the application documents for SPET to the SDO.
5. For information, guidance and compliance.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Encl: as stated
Reference: as stated

HRMPSB/amn/document validation and skills test/
008/08182023



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 1 of DM No. 350

Division Document Evaluators Committee Assignment

Positions	DDEC Member in Charge
Principal Positions	Lead: EPS Nilda Galaura EPS Evelyn Labad EPS Anita Subebe Secretary: Shiela Deloria
Head Teacher Positions	Lead: EPS Janet Recamara EPS Fe Jebone EPS Arthuro Lamdag EPS Leynie Boy Bellino Secretary: Mary Mae Bolneo
Master Teacher Positions	Lead: ASDS Ma. Judelyn J. Ramos EPS Arcelita Zamoras EPS Grace De La Cruz Secretary: Shammah Grace Velasco Secretary: Laisa Madel
Teacher II and III Promotion	Lead: DPSSC Secretary: Aries Mark Nogas
SPET and T-II SHS	Lead: HRMPSB Secretary: Joseph Pantoja
Nonteaching Positions	Lead: EPS Jalderita Dublico Secretary: Tedee Tabilon
Panel Interviewer	EPS Mickrel Duller

District ICT Coordinators Assignment

Lead ICT	ITO Julius Belagantol
Cluster 1 – Polanco NHS	Rey P. Janolino
Cluster 2 – Katipunan NHS	Louie Jay Tuiza
Cluster 3 – Sindangan NHS	Pedro Corot
Cluster 4 – Liloy NHS	Virgil Langomez
Cluster 5 – Salug NHS	Arnel Colanggo
Cluster 6 – Siocon NHS	George Michael Reyes



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