



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region XI  
Division of Digos City



*Office of the Schools Division  
Superintendent*

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Division Memorandum

No. 040, s. 2016 (A)

To: Chiefs, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

From: *Dee D. Silva*  
DEE D. SILVA, DPA, CESO VI  
Assistant Schools Division Superintendent  
Officer-in-Charge

Subject: Creation of Selection Committee for Senior High School (SHS) Teaching Positions and Timeline

Date: January 22, 2016



In compliance with DepED Order No. 3, s. 2016, entitled, “Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017”, the Division Office is organizing its Division Selection Committee, with the following as members:

Chairman: Emmanuel P. Hugo, Chief, SGOD  
Members: Luzminda B. Jasmin, EPS, SHS Coordinator  
Roger A. Manapol, Principal IV, Division President NAPSSHI  
Marlyne T. Pavino, President, City Federated Teachers Association  
Engr. Peter July Sorongon, Representative, Partner Institution  
Regional Education Supervisor as Process Observer  
Secretariat: Francis Jude D. Alcomendras

As such they will have the following functions as stipulated in DO No. 3, s. 2016, item 3.2:

1. Receives from the School Screening Committee the list of applicants with the corresponding documents.
2. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
3. Evaluates applicants based on the criteria set forth in these guidelines.
4. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration Teaching, English Proficiency Test, and

Interview. Documentary proof of announcements, notifications, and communications shall be kept.

5. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation.

6. Prepares separate division-wide RQAs for each core subject and track.

7. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating signed by the Chair.

8. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO's Personnel Division.

Each implementing Senior High School by School Year 2016-2017 is directed to identify members of the School Screening Committee using the criteria stipulated in item 2.2.1 of DO No 3, s. 2016 and submit the names to the Division Office for the issuance of corresponding Designation Order. The School Screening Committee shall have the following functions:

1. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions, including a copy of this Order, must be posted as well.

2. Receives applications and documents.

3. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicants' referees and/or the issuing bodies from which they obtained certifications and other documents.

4. Informs applicants about schedules, timelines, and deadlines, at least seven (7) days in advance. Documentary proof of announcements, notifications and communications shall be kept.

5. Issues a certification of each applicant that it has received the application specifying the documents that have been submitted in support of the application. (Annex of Standardized Certification that includes the checklist of requirements must be included.)

a. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.

b. All applications, even those found to be incomplete or inauthentic, must still be forwarded to the Division Selection Committee, albeit such submission must be noted and marked by the committee.

6. Produces copies of the received applications and documents before submitting the original submissions to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the office of the School Head for records purposes.

For the standalone senior high school, all functions of the School Screening Committee, as detailed in item 6.2.1 of DO No. 3, s. 2016 shall be performed by the Division Selection Committee (DO No. 3, s. 2016, VI.1.1)

In order to be ready with the RQA by the last week of February 2016, the following schedule of activities for the selection process will be followed:

Date	Activities
January 25, 2016	Orientation on DO No. 3, s. 2016, Designation of School Screening Committee
January 28, 2016	Deadline for Submission of Pertinent Papers of applicants to the Schools
January 29- Feb. 2, 2016	Verification of Documents as to completeness, veracity, accuracy and authenticity by the School Screening Committee
February 2, 2016	Deadline for Submission of Pertinent Papers of applicants to the Division Office
February 3-5, 2016	Verification of Documents as to completeness, veracity, accuracy and authenticity by the Division Selection Committee and evaluation of applicants based on the criteria set for in the guidelines.
February 7, 2016	English Proficiency Test (Subject to change depending on the schedule of NETRC)
February 8-12, 2016	Interview of Applicants
February 15-19, 2016	Demonstration Teaching
February 22-26, 2016	Finalization of RQA
February 29, 2016	Posting of RQA

As per guidelines given in DO No. 3, s. 2016, Section V Application Process and Documentary Requirements, applicants shall register to the Department's online system at [application.deped.gov.ph](http://application.deped.gov.ph), where they must encode their Personal Data Sheet (PDS) and select the division(s) where they want to be ranked. In the submission of application requirements, the Unique Applicants Number (UAN) if available, shall be indicated.

For your information, guidance and compliance