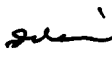




Division Memorandum
No. 380, s. 2016

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

From: 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: **Creation of Selection Committee for Hiring of Teacher 1 Positions in Schools Implementing Indigenous Peoples Education Effective School Year 2016-2017 and Timeline for the Selection Process**

Date: July 18, 2016

1. In compliance with DepED Order NO. 50, s.2016 dated June 29, 2016 re: Hiring Guidelines for Teacher 1 Positions In Schools Implementing Indigenous Peoples Education Effective School Year 2016-02017, Digos City Division is creating its Division Selection Committee, with the following composition:

Chairman: **Emmanuel P. Hugo, Chief, SGOD**
Members: **Sollie B. Oliver, EPS, IPed Division Focal Person**
Luzminda B. Jasmin, EPS, Senior High School Coordinator
Ronilyn P. Nieves, EPS, Values & Guidance Program Coordinator
Valeriano Y. Delos Reyes, EPS, Mathematics
Jonathan Rellon, Principal 1, Division President, PESPA
Engr. Peter July Sorongon, Division President, PTA
Marlyne T. Pavino, President, City Federated Teachers' Association
Francis Jude D. Alcomendras, Secretariat

2. As such, they will have the following functions as stipulated in DO 50, s.2016, paragraph 6.2.2.2, to wit:

a. Receives from the School Screening Committee the list of applicants with the corresponding documents.

DepEd Schools Division of Digo:

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- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- c. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- d. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- e. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary.
- f. Sends to each applicant a written communication detailing the score he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
- g. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city/municipal administrator.
- h. Ensures that LGU-funded and volunteer teacher-applicants go through the application process as provided for in these guidelines.
- i. Recalibrates and/or updates the scores of previous applicants who have undergone the evaluation process per DepEd Order No.7, s. 2015 (and DepEd Order No. 22, s. 2015, if necessary) in accordance to the guidelines set in this Order.
- j. Submits the complete results of the evaluation of applicants including pertinent records of deliberations, to the SDS for approval.

3. To be ready with the Registry of Qualified Applicants (RQA) by the last week of August 2016, the following timelines for the selection process is hereby outlined:

Date	Activities
July 18-August 8, 2016	* Announcement/Posting of Items for Teacher 1 Positions in Schools Implementing Indigenous Peoples Education Program effective SY 2016-2017
August 9- August 22, 2016	* Receipt/Acceptance of Folder/s of Application Documents at the School and at the Division Levels * Deadline of Submission of Pertinent Papers of Applicants to the Division Office * Verification of Documents as to completeness, veracity, accuracy and authenticity by the Division Selection Committee and evaluation applicants based on the criteria set forth in the guidelines
August 23, 2016	* Interview of Applicants
August 24, 2016	* Demonstration Teaching
August 25, 2016	* Finalization of RQA
August 26, 2016	* Posting of RQA

4. The schedule for the English Proficiency Test (EPT) shall be announced and administered to the new applicants as soon as the number of applicant-takers be determined.

5. For information, guidance, and compliance.