



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 182, s. 2020

March 6, 2020



**COMPOSITION AND FUNCTIONS OF THE DIVISION SECRETARIAT  
FOR THE DIVISION SELECTION COMMITTEE FOR JUNIOR HIGH SCHOOL**

To: SOLLIE B. OLIVER, JD, MATE  
Chief- SGOD

*Attn:* Xavier Fuentes- SEPS, Planning and Research Section  
Reyzen Monserate- PDO II, DRRM  
Julie Anne Posadas- PDO I, YFP  
Jose Israel Maravilles- PDO I, YFP  
Rofelia De Mesa- Guidance Counselor II

1. In order to cope with the schedule of Validation of Evaluation Results for Teacher-Applicants which is on March 11, 2020 pursuant to Division Memorandum No. 036, s.2020 entitled *Announcement and Receipt of Documents for Screening of Teacher-Applicants*, the above-named personnel are hereby designated as Secretariat for the Division Selection Committee for Junior High School.
2. The functions of the Secretariat are as follows:
  - a. Assist in creating an electronic system for tabulation of applicants' points;
  - b. Encode results of evaluation of applicants' documents as well as demonstration and interview ratings; and
  - c. Assist in facilitating the conduct of Validation of Evaluation Results and other screening-related activities.
3. This order takes effect immediately.
4. For guidance and compliance.



  
**CRISTY C. EPE**  
Schools Division Superintendent 

Reference: Division Memorandum No.036, s.2020

To be indicated in the Perpetual Index under the following subjects;  
GOVERNANCE                      HIRING OF APPLICANTS                      SECRETARIAT

EAH: Composition and Functions of the Division Secretariat for the Division Selection Committee for Junior High School  
05 March 2020



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