



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**29 October 2020**

**DIVISION MEMORANDUM**  
No. **523**, s. 2020

**COMPOSITION OF DIVISION SELECTION COMMITTEE FOR  
THE ELEMENTARY AND SECONDARY GRADES**

To: **BASILIO P. MANA-AY, JR.** – Assistant Schools Division Superintendent  
**BEVERLY S. DAUGDAUG** – Chief of the Curriculum Implementation Division  
**JOAN M. NIONES, Ed. D** – Education Program Supervisor  
**RONILYN P. NIEVES** - Education Program Supervisor  
**JONATHAN RELLON**- School Principal II (PESPA President)  
**RAFAEL R. MEDIODIA III** – Master Teacher I (Federated Teacher Association)  
**ENGR. PETER JULY P. SORONGON** - PTA Division Federation Representative  
(For Elementary Grades)

**BASILIO P. MANA-AY, JR.** – Assistant Schools Division Superintendent  
**SOLLIE B. OLIVER** – Chief of the SGOD  
**IDA I. JUEZAN** – Public Schools District Supervisor  
**EVANGELINE A. HERNAN** - Education Program Supervisor (SGOD)  
**RAFAEL R. MEDIODIA III** – Master Teacher I (Federated Teacher Association)  
**ENGR. PETER JULY P. SORONGON** - PTA Division Federation Representative  
(For Secondary Grades)

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1. Pursuant to Department of Education Order No. 7, s. 2015 issued on 27 March 2015 entitled: *“Hiring Guidelines for Teacher I Positions Effective School (SY) 2015-2016”* which had been applied every year from its issuance, you are hereby constituted as Chair and Members of the Division Selection Committee for the Elementary and Secondary Grades.
  2. As such, you shall perform the functions provided in Item No. 6 (Evaluation and Section Committees) particularly 6.2.2.2, to wit:
    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 on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines;
    4. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation;
    5. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary;
    6. 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;



7. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city/municipal administrator;
  8. Ensures that LGU-funded and volunteer teacher-applicants go through the application process as provided for in these guidelines; and,
  9. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.
3. Further, in the event of exhaustion of Qualified Applicants in the original registry with 70% passing rate, you shall convene to conduct a recalibration of the scores of the qualified applicants pursuant to Department of Education Order No. 22, s. 2015 issued on 2 June 2015 entitled: ***“Hiring Guidelines for the Remaining Teaching Positions Effect School Year (SY) 2015-2016”*** which had been reiterated every year in order to publish a Recalibration of Registered Qualified Applicants.
  4. This Designation takes effect immediate and shall remain enforce and effect until revoked or modified by the Office of the Schools Division Superintendent.
  5. For information, guidance and compliance.



**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
20-63919  
DATE: 04 NOV 2020 TIME: 3:51 pm  
BY: fr

