



Republic of the Philippines
Department of Education
 Central Visayas, Region VII
 Province of Bohol
DIVISION OF CITY SCHOOLS
 Tagbilaran City



October 16, 2015

DIVISION MEMORANDUM
 No 257s of 2015

DIVISION PERSONNEL SELECTION BOARD RANKING AND ORIENTATION SCHEDULES

TO: Elementary and Secondary School Heads
 DCPNHS /All Applicants
 Other Concerned

1. Pursuant to Deped Order no. 29, s of 2002 otherwise known as The Merit Selection Plan of the Department of Education, section 6, which reads as, "All candidates for appointment to first and second level positions shall be screened by the PSB". In this connection, kindly refer to the herein schedules of orientation on the criteria for ranking and the selection process.

DATE/TIME	ACTIVITIES	PERSONS INVOLVED
October 19, 2015 (Mon)/ 10:00 AM	Meeting of Division PSB at ASDS Office	Dr. Palispis, Dr. De La Torre, Mrs. Cutin, Mr. Iagura, Mrs. Maquiling, Mr. Namocatcat, Mrs. Omictin
October 20, 2015 (Tue)/ 3:00 PM	Orientation on the guidelines for ranking of all applicants from different positions including all Secondary and Elementary School Heads at the Division Conference Room.	Applicants for Principal, Master Teachers, Head Teachers, Admin. Aide VI, Admin Aide III, Admin Aide I and Security Guard for DCPNHS.
October 21, 2015 (Wed)/ 8:30 AM to 12:00 PM	Interview and screening of documents for Administrative Aide III position at Division Conference Room	PSB, All applicants for Administrative Aide III Position.
1:00 PM to 5:00 PM	Interview and screening of documents for Administrative Aide I position at the Division Conference Room.	PSB, All applicants for Administrative Aide I Position.
October 22, 2015 (Thurs)/ 8:30 to 5:00 PM	Interview and screening of documents for Administrative Aide VI position at the Division Conference Room.	PSB, All applicants for Administrative Aide VI Position.
October 23, 2015 (Thurs)/ 8:30 to 5:00 PM	Interview and screening of documents for Security Guard and remaining applicants at the Division Conference Room.	PSB, All applicants for Administrative Aide I and remaining applicants.
October 26, 2015 (Mon) (Thurs)/ 8:30 to 5:00 PM	Interview and screening of documents for Principal and Head Teacher Positions at the Division Conference Room.	PSB, All applicants for Principal and Head Teacher Positions.

2. All Elementary and Secondary school heads are hereby reminded to submit their respective Teacher II and III School Ranking **not later than October 30, 2015**, for PSB review to come-up with a division-wide ranking.

3. For information and guidance.


EVANGEL M. LUMINARIAS, Ph. D, CESO V

Schools Division Superintendent

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