




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023-OSDS- 095

To : **Dr. Rosene D. Olaivar**
Ms. Lady May P. Karaan
Ms. Divine Grace V. Casulocan
Dr. Esther L. Cagas
Ms. Angeli Faith V. Pascual
Ms. Jocelyn M. Pozon
Mr. Simon T. Rios
Ms. Emily L. Acabo RL

From : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent 

Subject: **PLANNING CONFERENCE AND CONDUCT OF DEMONSTRATION
TEACHING/ CLASSROOM OBSERVATION OF K TO 12 TEACHER I
APPLICANTS FOR SY 2023- 2024**

Date : **May 24, 2023**

1. You are hereby designated as Secretariats of the Sub-Committees to assist the Division Human Resource Merit Promotion and Selection Board (HRMPSB) in the conduct of demonstration teaching/ classroom observation of applicants for K to 12 Teacher I positions for SY 2023-2024. You are directed to facilitate the preliminaries and assist the Sub-Committees during the said conduct.

The Sub-Committees, however, shall only serve as an assistorial body.

2. The said activity will be held on **June 5, 6, 9, 13-16, 19-23, and 26-29, 2023.**
3. You are further directed to assist the Sub-Committees during the conference of teacher applicants on **May 31, 2023 at 2:00 in the afternoon**, which aims to plan and/or organize schedules and orient applicants on the process flow for the conduct of the demonstration teaching/classroom observation.
4. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to usual auditing rules and regulations.
5. For information, guidance, and strict compliance.

WDB/JAAL/ASDS/JAAL/afvp



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