



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

OCTOBER 13, 2023

No. 466, s. 2023

**ADMINISTRATION OF EVALUATIVE ASSESSMENT AND DEMONSTRATION  
 TEACHING FOR THE APPLICANTS FOR VARIOUS VACANT POSITIONS**

To: Assistant Schools Division Superintendent  
 Chiefs of the Functional Divisions  
 Section and Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Relative to DM No. 336, s. 2023 titled **Announcing the Vacant Positions in the Department of Education (DepEd) – Tagbilaran City Division** dated **August 9, 2023**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), shall conduct the **Administration of Evaluative Assessment and Demonstration Teaching for the Applicants for Various Vacant Positions** on **October 17 – 26, 2023**.
- For the guidance of all concerned, evaluative assessment takes the following forms: Written Examination (WE), Work Sample Test (WST) and Behavioral Events Interview (BEI).
- Applicants for Elementary School (ES) Master Teachers (MT) I and II shall not be subjected to any of these evaluative assessments. However, applicants for Senior High School (SHS) Master Teacher (MT) II, Teacher III and Teacher II shall take the Language Proficiency Test (LPT) and participate in the BEI; Elementary School (ES) and Junior High School (JHS) Teacher III, and Administrative Assistant (ADAS) II, shall be undergo BEI while Elementary School (ES) Principal II applicants shall pass through a WE and BEI.
- Except for ES MT I and II, SHS MT II, TII and TIII, ES TIII and JHS TIII shall pass through a demonstration teaching as scheduled.
- However, applicants who have already taken the LPT or undergone the demonstration teaching in the previous recruitment and selection process, may opt to carry over their respective points. This option, however, shall be expressed in writing addressed to the Schools Division Superintendent (SDS) thru the HRMPSB Chairperson.
- For everyone's guidance, please take note on the different schedules and venues for the administration of the evaluative assessment and conduct of demonstration teaching:

<b>LANGUAGE PROFICIENCY TEST (LPT)</b>		
October 17, 2023		
<b>APPLICANTS' GROUP</b>	<b>PANELISTS / OBSERVERS / EXAMINERS / PROCTORS</b>	<b>VENUE</b>
SHS TII and TIII	Chief Examiner: Ms. Maurine C. Castano Proctor: Dr. Rosene D. Olaivar Checker: Dr. Filomena C. Tanggaan	DCPNHS GAD Office
SHS MTII	Chief Examiner: Dr. John Ariel T. Lagura Proctor: Dr. Janet T. Butalid Checker: Mr. Joseph C. Barrete	SDO Conference Room



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<b>BEHAVIORAL EVENTS INTERVIEW (BEI)</b>		
October 19-20, 2023		
ADAS II ( Nos. 1-11)	Lead: Mrs. Brendalou S. Arancana Members: Dr. Neolita S. Sarabia Mr. Alberto A. Lacang	Tagbilaran City Central ES - SpEd
ADA II ( Nos. 12-22)	Lead: Mrs. Michelle T. Sagaral Members: Dr. Concepcion A. Tubal Dr. Aimee T. Amistoso	SDO Conference Room
SHS TII and TIII	Lead: Ms. Maurine C. Castano Members: Dr. Filomena C. Tanggaan Dr. Rosene D. Olaivar	DCPNHS GAD Office
SHS MTII	Lead: Dr. John Ariel T. Lagura Members: Dr. Janet T. Butalid Mr. Joseph C. Barrete	DCPNHS eLibrary
ES TIII	Lead: Dr. Ma. Antonette P. Dugang Members: Dr. Esther L. Cagas Mrs. Emily L. Acabo	Cogon ES AV Hall
ES PII and JHS TIII	Lead: Mr. Ernesto Q. Alas-as Jr. Members: Dr. Nenita S. Incog Dr. Cherry Michelle F. Collyer	Tagbilaran City Central ES Library
<b>WRITTEN EXAMINATION (WE)</b>		
October 23, 2023		
ES PII	Chief Examiner: Mr. Ernesto Q. Alas-as Jr. Proctor: Dr. Cherry Michelle F. Collyer Checker: Dr. Nenita S. Incog	SDO Conference Room
<b>DEMONSTRATION-TEACHING</b>		
October 23, 25 and 26		
SHS TII and TIII	Lead: Ms. Maurine C. Castano Members: Dr. Filomena C. Tanggaan Dr. Rosene D. Olaivar	DCPNHS GAD Office
SHS MTII	Lead: Dr. John Ariel T. Lagura Members: Dr. Janet T. Butalid Mr. Joseph C. Barete	DCPNHS eLibrary
ES TIII	Lead: Dr. Ma. Antonette P. Dugang Members: Dr. Esther L. Cagas Mrs. Emily L. Acabo	Cogon ES AV Hall
JHS TIII	Lead: Mr. Ernesto Q. Alas-as Jr. Members: Dr. Nenita S. Incog Dr. Cherry Michelle F. Collyer	Tagbilaran City Central ES Library

6. Designated Team Leads shall serve as the HRMPSB Focal Person in each of the sub-committees. They shall ensure smooth and harmonious administration of the evaluative assessments and conduct of the demonstration teaching. Adherence to specific guidelines in the administration of the evaluative assessments and demonstration teaching shall strictly be observed. They may adopt localized guidelines subject to the approval of the Schools Division Superintendent (SDS) as recommended by the HRMPSB. Applicants' groupings shall be provided to each of the designated team leads for scheduling.

7. For questions and clarifications please contact Mr. Ernesto Q. Alas-as Jr. CESE, Officer In-Charge, Office of the Assistant Schools Division Superintendent, HRMPSB Chairperson at 09667649831 or email at [ernesto.alasas@deped.gov.ph](mailto:ernesto.alasas@deped.gov.ph).

8. Immediate and wide dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent