

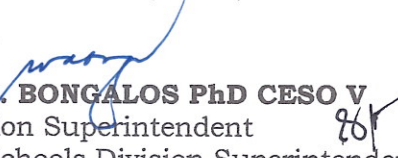


Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023- 160

TO : **MR. ERNESTO Q. ALAS-AS JR. CESE**, OIC-ASDS/HRMPSB Chair
DR. JOHN ARIEL A. LAGURA, CID Chief/ HRMPSB Vice Chair
MS. MAURINE C. CASTANO, SGOD Chief/HRMPSB Member
DR. AQUILINO T. MILAR JR. ADOF V/HRMPSB Member
MRS. BRENDA LOU S. ARANCANA JD, HRMO/HRMPSB Member
MRS. MICHELLE T. SAGARAL CPA, Accountant III/HRMPSB Member
DR. JANET T. BUTALID, EPSVR-EsP/Sub-Committee Member
MR. JOSEPH C. BARRETE/EPSVR-TLE/TVL/ Sub-Committee Member
DR. BEATRIZ E. INCOG/EPSVR-Filipino/ Sub-Committee Member
DR. ELISA B. GEAGONIA/EPSVR-Mathematics/ Sub-Committee Member
DR. NEOLITA S. SARABIA/ EPSVR-LR/ Sub-Committee Member
MR. ALBERTO A. LACANG/ EPSVR-MAPEH/ Sub-Committee Member
MRS. CONCEPCION A. TUBAL/EPSVR-Kinder/SpEd/Sub-Committee
DR. AIMEE T. AMISTOSO, EPSVR English/ Sub-Committee Member
DR. ROSENE D. OLAIVAR, EPS II, HRDS/ Sub-Committee Member
DR. FILOMENA C. TANGGAAN, SEPS-HRFS/ Sub-Committee Member
DR. MA. ANTONETTE P. DUGANG, EPSVR-SGOD/ Sub-Committee Member
DR. ESTHER L. CAGAS, SEPS, M & E/ Sub-Committee Member
MRS. EMILY L. ACABO, Division Librarian II/ Sub-Committee Member
DR. NENITA S. INCOG, EPSVR-AP/ Sub-Committee Member
DR. CHERRY MICHELLE F. COLLYER, EPSVR- Science/ Sub-Committee Member
MRS. ELAINIE C. CENTINO/ADA VI/HRMPSB Secretariat
MRS. MARICEL A. GALAN/ADAS III/HRMPSB Secretariat
MS. JOANALLI R. OPERIANO/ ADAS III/HRMPSB Secretariat
MR. RUBEN C. LOREJO/AO II/ HRMPSB Secretariat

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

SUBJECT : **EVALUATION OF DOCUMENTS OF APPLICANTS FOR THE
VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION
(DEPED)-TAGBILARAN CITY SCHOOLS DIVISION**

DATE : October 05, 2023



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph

1. In relation to the selection and hiring of Elementary School Principal II, Master Teacher I and II, Teacher III; Junior High School Teacher III; Senior High School Master Teacher II (Academic Track), Teacher II and III (Academic Track), Teacher II (TVL-Electrical Installation & Maintenance); Teacher II (TVL-Caregiving); and Administrative Assistant II, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) shall conduct the Evaluation of Documents of Applicants on **October 11 and 13, 2023**.

2. To assist the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of documents, the following sub-committees are hereby organized:

	Sub-Committees	Composition	Position/ Designation
Team A	SHS TII & SHS T III	<i>Team Lead:</i> Ms. Maurine C. Castano <i>Members:</i> Dr. Rosene D. Olaivar Dr. Filomena C. Tanggaan <i>Secretariat:</i> Mr. Ruben C. Lorejo	SGOD Chief/HRMPSB Member EPS II, HRDS SEPS-HRFS AO II
Team B	ES MT I	<i>Team Lead:</i> Dr. Aquilino T. Milar Jr. <i>Members:</i> Dr. Beatriz E. Incog Dr. Elisa B. Geagonia <i>Secretariat:</i> Mrs. Maricel A. Galan	ADOF V/HRMPSB Member EPSVR-Filipino/Member EPSVR -Mathematics/ Member ADAS III
Team C	ADAS II (1-11)	<i>Team Lead:</i> Mrs. Brendalou S. Arancana, JD <i>Members:</i> Dr. Neolita S. Sarabia Mr. Alberto A. Lacang <i>Secretariat:</i> Ms. Joanalli R. Operiano	HRMO/HRMPSB Member EPSVR-LR/Member EPSVR-MAPEH/Member ADAS III
Team D	ADAS II (12-22)	<i>Team Lead:</i> Mrs. Michelle T. Sagaral CPA <i>Members:</i> Mrs. Concepcion A. Tubal Dr. Aimee T. Amistoso <i>Secretariat:</i> Ms. Joanalli R. Operiano	Accountant III/ HRMPSB Member EPSVR-Kinder/SpEd/Member EPSVR/English/Member ADAS III
Team E	SHS MT II	<i>Team Lead:</i> Dr. John Ariel A. Lagura <i>Members:</i> Dr. Janet T. Butalid Mr. Joseph C. Barrete <i>Secretariat:</i> Mr. Ruben C. Lorejo	CID Chief/HRMPSB Vice-Chair EPSVR-EsP/Member EPSVR-EPP/TLE/TVL/Member AO II
Team F	Elem T III	<i>Team Lead:</i> Dr. Ma. Antonette P. Dugang <i>Members:</i> Dr. Esther L. Cagas Mrs. Emily L. Acabo	EPSVR-SGOD SEPS, M & E Division Librarian II

		<i>Secretariat:</i> Ms. Joanalli R. Operiano	ADAS III
Team G	JHS TIII ES MT II ES P II	<i>Team Lead:</i> Mr. Ernesto Q. Alas-as Jr. CESE <i>Members:</i> Dr. Nenita S. Incog Dr. Cherry Michelle F. Collyer <i>Secretariat:</i> Mrs. Elaine C. Centino	OIC ASDS/ HRMPSB Chair EPSVR-AP/Member EPSR-Science/Member ADA VI

3. Designated Team Leads shall serve as the HRMPSB Focal Person in each of the sub-committees. They shall ensure smooth and harmonious conduct of the evaluation.

4. In line with this Evaluation of Documents, all Team Leads, Members of the Sub-Committees and HRMPSB secretariats are directed to attend the Orientation on MEC Order No. 10, s. 1979 titled Implementing Rules and Regulations for the System of Career Progression for Public School Teachers; DO No. 3, s. 2016 titled Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017; DO No. 66, s. 2007- Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions; DO.007, s. 2023 Guidelines on Recruitment, Selection and Appointment in the Department of Education on **October 10, 2023** at **Division Office Conference Room**. Please schedule below:

Schedule of Orientation			
Time	Specific Topic	Facilitator	Participants
8:00-10:00 AM	DO No.66, s. 2007 <i>Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions</i>	Mr. Ernesto Q. Alas-as Jr. CESE	Dr. Ma. Antonette P. Dugang Dr. Esther L. Cagas Mrs. Emily L. Acabo Ms. Joanalli R. Operiano Dr. Nenita S. Incog Mrs. Elaine C. Centino
10:00-12:00 NOON	MEC Order No. 10, s. 1979 <i>Implementing Rules and Regulations for the System of Career Progression for Public School Teachers</i>	Dr. John Ariel A. Lagura	Dr. Aquilino T. Milar Jr. Dr. Beatriz E. Incog Dr. Elisa B. Geagonia Mrs. Maricel A. Galan Dr. Cherry Michelle F. Collyer Mrs. Elaine C. Centino
1:00-2:00 PM	DO No. 3 s, 2016 <i>Hiring Guidelines for Senior High School (SHS) Teaching Positions Effective School Year (SY) 2016-2017</i>	Ms. Maurine C. Castaño	Dr. Filomena C. Tanggaan Dr. Rosene D. Olaivar Mr. Ruben C. Lorejo Dr. John Ariel A. Lagura Dr. Janet T. Butalid Mr. Joseph C. Barrete
2:00-4:00 PM	DO No.007, s. 2007 <i>Guidelines on Recruitment, Selection, and Appointment in the Department of Education</i>	Dr. Aquilino T. Milar Jr.	Mrs. Brendalou S. Arancana JD Dr. Neolita S. Sarabia Mr. Alberto A. Lacang Ms. Joanalli R. Operiano Mrs. Michelle T. Sagara CPA Mrs. Concepcion A. Tubal

5. Immediate and wide dissemination of this Memorandum

WDB/EQA/ASDS/EQA/ecc