



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

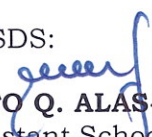
**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
MLA-2023- 195

TO : **MR. ERNESTO Q. ALAS-AS JR. CESE**, OIC-ASDS/HRMPSB Chair  
**MS. MAURINE C. CASTANO**, SGOD Chief/HRMPSB 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  
**MRS. MARICEL A. GALAN**/ADAS III/HRMPSB Secretariat

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

For the SDS:

  
**ERNESTO Q. ALAS-AS JR. CESE**  
OIC-Assistant Schools Division Superintendent  
Office of the Assistant Schools Division Superintendent

SUBJECT : **APPRECIATION OF DOCUMENTS FOR TEACHER-  
APPLICANTS FOR TRANSFER OF STATIONS**

DATE : November 29, 2023

1. Relative to DM No. 335, s. 2023 titled **Ranking of Teacher-Transferee Applicants** dated **August 9, 2023**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), shall commence the **Appreciation of Documents for Teacher-Applicants for Transfer of Stations** on **December 4-6, 2023** at **SDO-Tagbilaran Conference Room**.

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



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tagbilarancity.division@depd.gov.ph

	<b>Sub-Committees</b>	<b>Composition</b>	<b>Position/ Designation</b>
<b>Team A</b>	Applicants 1-17	<i>Team Lead:</i> Ms. Maurine C. Castano <i>Members:</i> Dr. Rosene D. Olaivar Dr. Filomena C. Tanggaan <i>Secretariat:</i> Mrs. Maricel A. Galan	SGOD Chief/HRMPSB Member EPS II, HRDS SEPS-HRFS  ADAS III
<b>Team B</b>	Applicants 18-34	<i>Team Lead:</i> Dr. Ma. Antonette P. Dugang <i>Members:</i> Dr. Esther L. Cagas Mrs. Emily L. Acabo <i>Secretariat:</i> Mrs. Maricel A. Galan	EPSVR-SGOD  SEPS, M & E Division Librarian II  ADAS III

3. 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 of the said applications. Applicants' groupings shall be provided to each of the designated team leads for reference.

4. 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).

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