



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-2024- 019

TO : **DR. JOHN ARIEL A. LAGURA**, OIC-ASDS
MS. MAURINE C. CASTAÑO, SGOD Chief/ HRMPSB Chair
DR. JANET T. BUTALID, OIC-CID Chief/ HRMPSB Vice Chair
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
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. 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
DR. NENITA J. INCOG, EPSVR-AP/ Sub-Committee Member
MR. JOSEPH C. BARRETE, EPSVR-TLE/TVL/ Sub-committee Member
DR. CHERRY MICHELLE F. COLLYER, EPSVR- Science/ Sub-Committee Member
MR. JENELOU JOHN F. ISRAEL, Principal I/NASSHPI President
DR. JUANITA C. LAFUENTE, Principal II/PESPA President
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 : **APPRECIATION OF DOCUMENTS , BEHAVIORAL EVENT
INTERVIEW (BEI) AND WRITTEN EXAMINATION OF
APPLICANTS FOR ELEMENTARY SCHOOL PRINCIPAL I,
SECONDARY SCHOOL PRINCIPAL I, ASSISTANT SECONDARY
SCHOOL PRINCIPAL II, ELEMENTARY & SECONDARY HEAD
TEACHER I, II & III**

DATE : February 15, 2024



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1. Relative to Division Memorandum No. 021, s. 2024 titled **Acceptance of Application for Various Vacant Positions in the Schools Division Office (SDO)-Tagbilaran City** dated **January 10, 2024**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), shall commence the **Appreciation of Documents for Elementary School Principal I, Secondary School Principal I, Assistant Secondary School Principal II, Elementary & Secondary Head Teacher I, II, III** on **February 16, 19, 22 & 23, 2024** at **SDO-Tagbilaran Conference Room**. The schedule for the **Behavioral Event Interview (BEI)** and **Written Examination** will be on **February 28, 2024** at **Tagbilaran City Central Elementary School**.

2. To assist the Human Resource Merit Promotion and Selection Board (HRMPSB) thus, sub-committees are hereby created:

APPRECIATION OF DOCUMENTS	Elementary School Principal I Applicants 1-3	Team A Team Lead: Ms. Maurine C. Castaño	SGOD Chief/HRMPSB Chairperson
	Secondary School Principal I Applicants 1-4	Members: Dr. Aquilino T. Milar	ADOF V/ HRMPSB Member
	Assistant Secondary School Principal II 1-2	Dr. Nenita J. Incog Secretariat: Elainie C. Centino	EPSVR- AP/Subcommittee Member ADA VI
	Head Teacher Applicants 1-6	Team B Team Lead: Dr. Janet T. Butalid Members: Dr. Cherry Michelle F. Collyer Dr. Elisa B. Geagonia Secretariat: Maricel B. Galan	OIC-CID Chief/HRMPSB Vice-Chair EPSVR- Science/Subcommittee Member EPSVR- Math/Subcommittee Member ADAS III
	Head Teacher Applicants 7-12	Team C Team Lead: Dr. Ma. Antonette P. Dugang Members: Dr. Aimee T. Amistoso Dr. Beatriz E. Incog Secretariat: Joanalli R. Operiano	EPSVR/Sub-Committee Member EPSVR-English/Sub- Committee Member EPSVR-Filipino/Sub- Committee Member ADAS III

	Head Teacher Applicants 13-21	Team D Team Lead: Dr. Filomena T. Tanggaan Members: Dr. Esther L. Cagas Dr. Rosene D. Olaivar Secretariat: Ruben C. Lorejo	SEPS-HRFS/Sub-Committee Member SEPS, M & E/Sub-Committee Member EPS II, HRDS/Sub-Committee Member AO II
INTERVIEW	Elementary School Principal I Applicants 1-3 Secondary School Principal I Applicants 1-4 Assistant Secondary School Principal II Applicants 1-2 Head Teacher Applicants 1-11	Dr. John Ariel A. Lagura Ms. Maurine C. Castaño Dr. Janet T. Butalid Dr. Aquilino T. Milar Jr. Mrs. Michelle T. Sagaral CPA, MM Mr. Jenelou John F. Israel Dr. Juanita C. Lafuente Secretariat: Elainie C. Centino Ruben C. Lorejo	OIC-ASDS SGOD Chief/HRMPSB Chairperson OIC-CID Chief/HRMPSB Vice-Chair ADOF V/Sub-Committee Member Accountant III/HRMPSB Member Principal I/NASSHPI President Principal II/PESPA President ADA VI AO II
	Head Teacher Applicants 12-21	Mrs. Brendalou D. Arancana JD Dr. Ma. Antonette P. Dugang Dr. Aimee T. Amistoso Mr. Joseph C. Barrete Dr. Beatriz E. Incog Secretariat: Maricel B. Galan Joanalli R. Operiano	HRMO/ HRMPSB Member EPSVR/Sub-Committee Member EPSVR-English/Sub-Committee Member EPSVR-TLE/TVL-Sub Committee Member EPSVR-Filipino/Sub-Committee Member ADAS III ADAS III
	WRITTEN EXAMINATION Elementary School Principal I Applicants 1-3 Secondary School Principal I	Examiner & Checker Dr. Filomena T. Tanggaan Dr. Esther L. Cagas	SEPS-HRFS/Sub-Committee Member SEPS, M & E/Sub-Committee Member

	<p>Applicants 1-4</p> <p>Assistant Secondary School Principal II Applicants 1-2</p> <p>Head Teacher Applicants 1-21</p>		
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3. For questions and clarifications please contact Ms. Maurine C. Castaño, Chief Education Supervisor in School Governance and Operation Division (SGOD), HRMPSB Chairperson at 09164593724 or email at maurine.castano001@deped.gov.ph.

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