



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  
OSDS-2024-031**

**TO :** **DR. JOHN ARIEL A. LAGURA**, OIC-ASDS  
**MS. MAURINE C. CASTAÑO**, SGOD Chief/ HRMPSB Chair  
**MRS. MICHELLE T. SAGARAL**, Accountant III/ HRMPSB Member  
**DR. AQUILINO T. MILAR JR.**, ADOF V/ HRMPSB Member  
**MRS. BRENDA LOU D. ARANCANA JD**, ADOF IV/HRMPSB Member  
**DR. CONCEPCION A. TUBAL**, EPSVR-SPED/ HRMPSB Member  
**DR. AIMEE T. AMISTOSO**, EPSVR-English/ HRMPSB Member  
**DR. BEATRIZ E. INCOG**, EPSVR-Filipino/ HRMPSB Member  
**DR. NENITA J. INCOG**, EPSVR-AP/ Sub-Committee Member  
**DR. CHERRY MICHELLE F. COLLYER**, EPSVR-Science/ Sub-Committee Member  
**DR. ELISA B. GEAGONIA**, EPSVR-Mathematics/ Sub-Committee Member  
**MR. ALBERTO A. LACANG**, EPSVR-MAPEH/ Sub-Committee Member  
**DR. FILOMENA C. TANGGAAN**, SEPS-HRDS/ Sub-Committee Member  
**DR. ESTHER L. CAGAS**, SEPS-M & E/ Sub-Committee Member  
**DR. ROSENE D. OLAIVAR**, EPS II, HRDS/ Sub-Committee Member  
**MR. JOSEPH C. BARRETE**, EPSVR-TLE/ Sub-Committee Member  
**MR. RUBEN C. LOREJO**, ADOF II/ HRMPSB Secretariat  
**MRS. MARICEL A. GALAN**, ADAS III/ HRMPSB Secretariat  
**MS. JOANALLI R. OPERIANO**, ADAS III/ HRMPSB Secretariat  
**MRS. ELAINIE C. CENTINO**, ADA VI/ HRMPSB Secretariat

**FROM :** for the SDS:

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

  
**MAURINE C. CASTAÑO**  
Chief, School Governance Operations Division (SGOD)

**SUBJECT :** **APPRECIATION OF DOCUMENTS, BEHAVIORAL EVENTS  
INTERVIEW (BEI) AND WRITTEN EXAMINATION OF  
APPLICANTS FOR THE POSITIONS OF MASTER TEACHER I  
& II (JHS), SPECIAL EDUCATION TEACHER I & III, PLANNING  
OFFICER III, GUIDANCE COUNCILOR II (SHS) AND GUIDANCE  
COUNCILOR I (JHS)**

**DATE :** **March 5, 2024**



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1. Relative to Division Memorandum (DM) No. 053, s. 2024 titled **Acceptance of Application for Master Teacher I & II (Junior High School), Special Education Teacher I and III** dated **January 24, 2024** and Division Memorandum (DM) No. 109, s. 2024 titled **Acceptance of Application for the Position of Planning Officer III, Guidance Counselor II (Senior High School), Guidance Counselor I (Junior High School)** dated **February 22, 2024**, please be informed that this Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB) shall commence the **Appreciation of Documents for the positions of Master Teacher I and II (Junior High School) and Special Education Teacher I and III** on **March 11-12, 2024**. For the positions of **Planning Officer III, Guidance Counselor II (Senior High School) and Guidance Counselor I (Junior High School)**, the **Appreciation of Documents** will be on **March 20, 2024**. The schedule for the **Behavioral Events Interview (BEI)** for **Special Education Teacher I and III** applicants will be on **March 18, 2024** while **Behavioral Events Interview (BEI)** and **Written Examination** for the **Planning Officer III, Guidance II & I** applicants will be on **March 26, 2024**, at the **Division Conference Room**.

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

<b>APPRECIATION OF DOCUMENTS</b>	<p>Junior High School Master Teacher I (JHS MT-I) 24 Applicants</p> <p>Date: March 11-12, 2024</p>	<p><b>Team A</b></p> <p>Team Lead: Mr. Alberto A. Lacang</p> <p>Members: Dr. Esther L. Cagas</p> <p>Dr. Rosene D. Olaivar</p> <p>Secretariat: Mrs. Elaine C. Centino</p>	<p>EPSVR -MAPEH/ Sub-Committee Member</p> <p>SEPS-M &amp; E/ Sub-Committee Member</p> <p>EPS II, HRDS/ Sub-Committee Member</p> <p>ADA VI</p>
	<p>Junior High School Master Teacher II (JHS MT-II) 12 Applicants</p> <p>Date: March 11-12, 2024</p>	<p><b>Team B</b></p> <p>Team Lead: Dr. Nenita J. Incog</p> <p>Members: Dr. Cherry Michelle F. Collyer</p> <p>Mr. Joseph C. Barrete</p> <p>Secretariat: Ms. Joanalli R. Operiano</p>	<p>EPSVR -AP/ Sub-Committee Member</p> <p>EPSVR-Science / Sub-Committee Member</p> <p>EPSVR-TLE/ Sub-Committee Member</p> <p>ADAS III</p>



<b>APPRECIATION OF DOCUMENTS</b>	<p>Special Education Teacher I &amp; III (SPET-I &amp; SPET-III) 13 Applicants</p> <p>Date: March 11-12, 2024</p>	<p><b>Team C</b></p> <p>Team Lead: Dr. Concepcion A. Tubal</p> <p>Members: Dr. Aimee T. Amistoso</p> <p>Dr. Beatriz E. Incog</p> <p>Secretariat: Ms. Joanalli R. Operiano</p>	<p>EPSVR-SPED/Sub-Committee Member</p> <p>EPSVR-English/Sub-Committee Member</p> <p>EPSVR-Filipino/Sub-Committee Member</p> <p>ADAS III</p>
	<p>Planning Officer III Applicants</p> <p>Date: March 20, 2024</p>	<p><b>Team D</b></p> <p>Team Lead: Dr. John Ariel A. Lagura</p> <p>Members: Mrs. Michelle T. Sagaral</p> <p>Dr. Filomena C. Tanggaan</p> <p>Dr. Aquilino T. Milar Jr</p> <p>Secretariat: Mr. Ruben C. Lorejo MPA</p>	<p>OIC-ASDS</p> <p>Accountant III/HRMPSB Member</p> <p>SEPS-HRDS/ Sub-Committee Member</p> <p>ADOF V/ HRMPSB Member</p> <p>ADOF II</p>
	<p>Guidance Counselor II &amp; I Applicants</p> <p>Date: March 20, 2024</p>	<p><b>Team E</b></p> <p>Team Lead: Mr. Alberto A. Lacang</p> <p>Members: Dr. Esther L. Cagas</p> <p>Dr. Rosene D. Olaivar</p> <p>Secretariat: Mrs. Elaine C. Centino</p>	<p>EPSVR -MAPEH/ Sub-Committee Member</p> <p>SEPS-M &amp; E/ Sub-Committee Member</p> <p>EPS II, HRDS/ Sub-Committee Member</p> <p>ADA VI</p>

<b>BEHAVIORAL EVENTS INTERVIEW (BEI)</b>	Special Education Teacher I & III (SPET-I & SPET-III) 13 Applicants  Date: March 18, 2024  Venue: Division Conference Room	Ms. Maurine C. Castaño  Dr. Aquilino T. Milar Jr  Mrs. Brendalou D. Arancana  Secretariat: Ms. Joanalli R. Operiano Mrs. Maricel A. Galan	SGOD Chief/ HRMPSB Chair  ADOF V/ HRMPSB Member  ADOF IV-HRMO/ HRMPSB Member  ADAS III ADAS III
	Planning Officer III Applicants  Date: March 26, 2024 (8:30-11:30 a.m.)  Guidance Counselor II & I Applicants  Date: March 26, 2024 (1:30-4:30 p.m.)  Venue: Division Conference Room	Ms. Maurine C. Castaño  Mrs. Michelle T. Sagaral  Dr. Aquilino T. Milar Jr  Mrs. Brendalou D. Arancana  Secretariat: Mr. Ruben C. Lorejo Mrs. Elaine C. Centino	SGOD Chief/ HRMPSB Chair  Accountant III/ HRMPSB Member  ADOF V/ HRMPSB Member  ADOF IV-HRMO/ HRMPSB Member  ADOF II ADA VI
<b>WRITTEN EXAMINATION</b>	Guidance Counselor II & I Applicants  Date: March 26, 2024 (8:30-11:30 a.m.)  Planning Officer III Applicants  Date: March 26, 2024 (1:30-4:30 p.m.)  Venue: Division Office	Examiner: Dr. Esther L. Cagas	SEPS, M & E/Sub- Committee Member

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 [tagbilarancity.division@deped.gov.ph](mailto:tagbilarancity.division@deped.gov.ph)

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

WDB/HRMPSB/MCC/jro



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