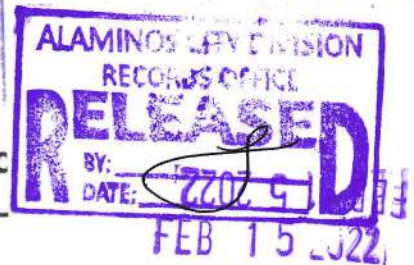




Republic of the Philippines
Department of Education
 Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-038, s. 2022

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operation Division (SGOD)
 All Education Program Supervisors
 Division NAPSSHI President - PIC
 Division Federated Teachers League President (Elementary)
 Division Federated Teachers League President (Secondary) - APN-EDU QUINAMA
 Division PESPA President (Elementary)
 Federated PTA President & Vice President
 All others concerned

Subject: **COMPOSITION AND FUNCTIONS OF THE DIVISION/SCHOOL SELECTION COMMITTEE FOR TEACHER 1 ENTRANCE FOR SY 2022-2023**

From : LORNA G. BUGAYONG, CESO V
 Schools Division Superintendent

Date : February 15, 2022

- In consonance with DepEd Order no. 7, s. 2015; DepEd Order No. 22, s. 2015 and DepEd Order No. 3, s. 2016, This office issues the composition of the Division/School Selection Committee for SY 2022-2023.
- The Division Selection Committee (DSC) shall be as follows:

For Elementary Schools

Chairperson	Mrs. Rosario O. Cabrera, Assistant Schools Division Superintendent
Members	Dr. Aleta Begonia, EPS-MTB/MLE/Kindergarten -
	Dr. Edna Caserial, EPS-Edukasyon sa Pagpapakatao -
	Dr. Ronald Radoc, EPS-Learning Resource -
	Mr. Arleen Alcantara, EPS-MAPEH -
	Mrs. Benedicta Santos, Div. Coordinator Araling Panlipunan - for the
	Mrs. Shirley Enerva, Div. PESPA President
	Mrs. Celia Quintinita, Div. Federated Teachers League
	Mr. Joe Domenden, FPTA Vice President

With hundred reasons to serve!





Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
 Telephone Number: (075) 205 - 0644
 Website: depedalaminoscity.com
 Email Address: alaminos.city@deped.gov.ph


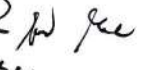












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Department of Education
Region I
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Mr. Jestoni Amores, PDO II, Secretariat 
Mrs. Ma. Cristina Rodolfo, ADA VI, Secretariat - 

For Secondary Schools (Grades 7 to 10)

Chairperson: Mrs. Rosario O. Cabrera, Assistant Schools Division Superintendent
Members: Dr. Orlando I. Guerrero, OIC- CID - 
Dr. Adolfo Medrano, EPS-Mathematics - 
Ms. Elisa Ranoy, EPS-Filipino - 
Mr. Mark Gil Dichoso, Div. Coordinator English-Reading 
Mr. Ricardo Adviento, Preident NAPSSHI
Mr. Arnello Quitania, President FTAP (Secondary)
Mrs. Ma. Clavel Caguicla, President FPTA
Mr. Nicanor L. Navarro II, ADAS III, Secretariat - 
Mr. Michael Garcia, ADA I, Secretariat - 

For Senior High Schools (Grades 11-12)

Chairperson: Mrs. Rosario O. Cabrera, Assistant Schools Division Superintendent -
(ASDS)
Members: Mrs. Elnora T. Raroque, EPS-English - 
Dr. Miguel Gellado, EPS-Technology and Livelihood Education - 
Dr. Cynthia Tablang, EPS-Science - 
Dr. Eliza Abelon, Div. Coordinator English/Journalism - 
Mr. Ric Adviento, President NAPSSHI
Mr. Arnello Quitania, President, FTAP (Secondary)
Mrs. Ma. Clavel Caguicla, Presidents FPTA
Ms. Ariane Lee B. Pobletin, ADAS III, Secretariat

3. These Committees shall perform the following functions:
- Receive from the Records Section the list of applicants with the corresponding documents.
 - Verify the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
 - Evaluate applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines they obtained in each criterion for evaluation.

With hundred reasons to serve!



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- e. Prepare separate Division-wide RQAs for Kindergarten, Elementary, and Secondary
 - f. Send to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
 - g. Secure list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city/municipal administrator.
 - i. Recalibrate and/or update the scores of applicants who have undergone the evaluation process per DO 7, s. 2015 in accordance to the guidelines set in this Order.
 - j. Submit the complete results of the evaluation of applicants Registry of Applicants (RoA) Registry Of Qualified Applicants (RQA) including pertinent records of deliberations, to the SDS for approval.
4. In the meantime, the composition of the School Selection Committee as follows:
- Chairperson: School Head
Members: Head Teacher for Core and/or Track subjects as needed based on the school's vacancies
Three (3) teachers from the different learning areas as needed based on school's vacancies
President or authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)
5. The School Selection Committee will perform the following functions:
- a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places, on the websites of schools, at teacher education training institutions, higher education institutions (HEIs), and industry and private institutions at all times. The step-by-step procedure in applying for SHS teaching positions, including a copy of this Order, must be posted as well.
 - b. Receives applications and documents.
 - c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents. This verification includes but is not limited to interviewing or getting additional information from applicants' referees and/or the issuing bodies from which they obtained certifications and other documents.

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- d. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications, and communications shall be kept.
 - e. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application:
 - i. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents.
 - ii. All applications, even those found to be incomplete or inauthentic, must still be forwarded to the Division.
 - f. Submit to the SDO Records Section the list of applicants and their corresponding folders.
6. Relative to this, all members of the DSC are advised to attend the Orientation on February 28, 2022 at 9:00 in the morning at the Division Library Hub.
7. For information, guidance, widest dissemination and strict compliance.


LORNA G. BUGAYONG, Ph.D., CESO V
Schools Division Superintendent

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