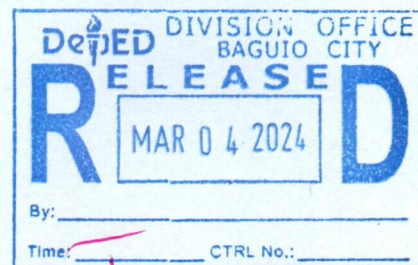




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



4 March 2024

DIVISION MEMORANDUM

No. **141-2024**

COMPOSITION, DESIGNATION, AND DUTIES OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) SUB-COMMITTEES CUM RE-ORIENTATION ON THE CRITERIA AND POINT SYSTEM FOR HIRING TO TEACHER I POSITIONS (DO NO. 007, S 2023) AND INTERNAL GUIDELINES ON RECRUITMENT, SELECTION AND PLACEMENT IN RELATION TO THE PROVISIONS OF DO NO. 66, S. 2007 (RM NO. 178, S. 2020) FOR TEACHER II AND III

To: Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public School Heads
 All Others Concerned

- Pursuant to DepEd Order No. 19, s. 2022 or the Department of Education Merit Selection Plan and DepEd Order No. 007, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office reorganizes the Division Human Resource Merit Promotion and Selection Board Sub-committees.
- Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
- To facilitate the comparative assessment process, the following sub-committees are designated. These sub-committees shall serve as assessorial body to the HRMPSB. The HRMPSB shall still maintain accountability for the results of the comparative assessment of applicants.

A. Sub-committee to assess applications for Teacher II and Teacher III:

	Composition/Roles	Responsibilities
Sub-committee Presiding Officer	School Head	1. Receive application documents and stamp date and time received; 2. Conduct initial evaluation to check and verify the completeness, authenticity, and veracity of the documents submitted using the attached Checklist of Requirements and affix name and signature on the Attested part; 3. Conduct initial evaluation of all applicants based on Qualification Standards and criteria and point system for teacher promotion, and 4. Prepare and submit initial Comparative Assessment Result (CAR) with the applicant/s documents/folders, minutes of deliberation, attendance during the assessment and school memorandum regarding the vacancy to the Division HRMPSB for review.
Members	2 Head Teachers and/or Master Teachers	
Secretariat	School Administrative Officer/ Administrative Personnel	





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B. Sub-Committees to assess applications for Teacher I:

	Composition/Roles		Responsibilities
	Kindergarten & Elementary	Secondary (JHS and SHS)	
Sub-committee Presiding Officer	Public Schools District Supervisor		1. Receive application documents and stamp date and time received; 2. Conduct initial evaluation to check and verify the completeness, authenticity, and veracity of the documents submitted using the attached Checklist of Requirements and affix name and signature on the Attested part; 3. Conduct initial evaluation of all applicants based on Qualification Standards and criteria and point system for teacher promotion, and 4. Prepare and submit initial Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA) with the applicant/s documents/folders, minutes of deliberation, attendance during the assessment and school memorandum regarding the vacancy to the Division HRMPSB for review.
Members	4 School Heads	Education Program Supervisors (depending on leaning area JHS and track for SHS)	
Secretariat	School Administrative Officer		
Reference for Assessment: DepEd Order No. 007, s. 2023, Division Memorandum No. 025, s. 2024			

4. Attached in Enclosure 1 is the list of specific sub-committee presiding officers and members for the assessment of applications for Teacher I in the Kindergarten, Elementary, Junior and Senior High School levels.

5. In addition, a re-orientation on the criteria and point system for hiring to Teacher I positions (DO no. 007, s 2023) and Internal Guidelines on Recruitment, Selection and Placement in relation to the provisions of DO no. 66, s. 2007 (RM no. 178, s. 2020) for teacher II and III on March 6, 2023, 8:00 onwards at the SDO Training Hall. Please refer to Enclosure 2 for the specific participants in the morning and afternoon.

6. Immediate dissemination of and compliance with this Memorandum is desired.

SORAYA T. FACULO PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge, Office of the Schools Division Superintendent



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Enclosure 1 of DM no. ____, s. 2024

Kindergarten & Elementary										
DISTRICT										
Sub Committee Presiding Officer	1	2	3	4	5	6	7	8	9	10
	Nixon C. Elahe	Rosanna D. Dizon	Rey D. Gapasin	Nancy B. Dumalili	Rosie Beel A. Marzo	Lourdes B. Lomas-e	Jayreros S. Guevara	Brendalee C. Awingan	Marilyn S. Tami-ing	Santiago S. Bugtong
Members	<ol style="list-style-type: none"> Jane L. Adolfo Remedios P. Quino Hermosoro P. Bunnol Marcial L. Lami-ing 	<ol style="list-style-type: none"> Agnes P. Lomas-e Gloria A. Catiyan Lilybeth B. Balutoc Janet B. Pascua 	<ol style="list-style-type: none"> Rommel L. Manzano Samuel D. Lachica Valeriano B. Accad Jeannette T. Lacana 	<ol style="list-style-type: none"> Wilma S. Biteng Amalia K. Micklay Estrella B. Bulay Octavia M. Pedro 	<ol style="list-style-type: none"> Renita E. Laranang Jacqueline L. Fianza Juliet R. Mamarl Grace M. Domingo 	<ol style="list-style-type: none"> Ester Hydrie L. Pucdihon Jackson T. Cayas-os Zenaida L. Kunayon Ligaya N. Annawi 	<ol style="list-style-type: none"> Joseph A. Estigoy Felto P. Agpawa Maria O. Palsi Luz F. Soriano 	<ol style="list-style-type: none"> Marie D. Sillatoc Jordan O. Niwane Decky M. Beloken Helen C. Acop 	<ol style="list-style-type: none"> Alice B. Masidong Florida F. Cael Philip B. Sagalla Warren I. Ngayawon 	<ol style="list-style-type: none"> Teodora B. Botis Annie Laurie W. Bisquera Lillie A. Vinluan Jimmy B. Garcia
Secondary (JHS and SHS)										
	Education Program Supervisor									
Members	<ol style="list-style-type: none"> Api-it, Marilyn S. Samidan, Maylyn Carreon, Dean Peñafior, Francisco Dalapnas, Nora D. Luoang, Leticia Copsiyan, Soledad Fernandez, Victor Copsiyan, Francisco C. Laop, Editha Maritnez, Niño Esprengante, Cheryl 									
	Learning Area				School/Venue					
	Filipino				Baguio City High School (JHS) Pines City National High (SHS)					
	Edukasyon sa Pagpapakatao				Dona Aurora National High School					
	Mathematics				Baguio City National Science High School-SHS Pines City National High School - JHS					



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	English	Roxas National High School
1. Fiangaan, Armi Victoria A. 2. Sumipit, Geraldine 3. Comom, Dolores 4. Copiling, Riona	Technology and Livelihood Education	Sto. Tomas National High School
1. Malihod, Maryjane N. 2. Dawayen, Whitney 3. Mariacos, Pablo 4. Colingan, Paul	MAPEH	Irisan National High School
1. Manzano, Lolita A. 2. Guinuntad, Geoffrey 3. Gam-ad, Nicodemus 4. Aliga, Jeffrey	Science	Guisad Valley National High School
1. Alindayo, Virginia C. 2. Mangangay, Loida 3. Wayan, Marrisa 4. Dupo, Jeany	Araling Panlipunan	San Vicente National High School
1. Tabangcura, Marina D. 2. Ulatan, Virginia 3. Laplana, Marissa 4. Gayao, Danilo		
Secretariat Naron, Aira & Lomas-e, Lorraine Marc	Dacay, Djaizelle	Tongyofen, Leslie & Carbonel, Belin
	Guilas, Jovelyn	Salisa, Elvie & Bohol, Randy
	Aglasi, Zeny Dee & Codley, Isheen Leva	Bantic, Gina & Lagasca, Maria Suzzette
		Ngagan, Lesner & Dumalsin, Paul Ellison



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Enclosure 2 of DM no. ____, s. 2024

RE-ORIENTATION MATRIX
March 6, 2024

TIME	TOPIC	RESOURCE PERSON/FACILITATOR
8:00 A.M. - 12:00 N.N. Participants: Sub-Committees for T1 (Public Schools District Supervisors, Education Program Supervisors, Schools Heads, Selected HTs & School AOs)		
7:30-8:00	Registration	Secretariat
8:01 – 8:15	Preliminaries Nationalistic Song Prayer Statement of Purpose Message	Secretariat ASDS Carmel F. Meris SDS Soraya T. Faculo
8:16 – 8:30	Composition of Sub-Committees	Ma. Louella C. Moncada
8:31 – 10:00	Criteria and Point System Discussion on PSB Forms <ul style="list-style-type: none"> • Annex D (IER) • Annex I (CAR) • Annex I-1 (CAR-RQA) 	Niño M. Tibangay
10:31 – 12:00	Rubrics for Computation of Points (Increment Table and Rubrics) <ul style="list-style-type: none"> • Education • Training • Experience Assessment Tools (Annex J-P) <ol style="list-style-type: none"> 1. Demonstration Teaching 2. Teacher Reflection Form 	Nieves D. Ebanio Nixon C. Elahe
12:01 – 1:00	Lunch Break	
1:00 - 5:00 P.M. Participants: Sub-Committee for Teacher II & III (School Heads, School Administrative Officers/Admin Personnel)		
1:00 – 3:00	Determinants/Criteria for Evaluation	ASDS Carmel F. Meris
3:01 – 3:30	Break	
3:31 – 5:00	Observation notes Feedback Forum	Secretariat