

**DIVISION MEMORANDUM**

No. 012, S. 2019

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMO NO. 604, S. 2018 ACTIVITIES FOR THE PREPARATION OF THE REGISTRY OF QUALIFIED APPLICANTS FOR SY 2019-2020**

To : **EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
DIVISION and SCHOOL HRMPSB MEMBERS  
ALL OTHERS CONCERNED**

1. Relative to Division Memorandum No. 604, s. 2018 Re: Activities for the Preparation of the Registry of Qualified Applicants from SY 2019-2020, submission of application and documents of teacher applicants to the Elementary and Secondary school nearest their residences will be from **January 7 to February 8, 2019**.
2. There will be an orientation of all interested teacher applicants together with all Elementary and Secondary School Heads and Division Sub Committee Members on **January 16, 2019 at 9:00 am** at the Division Training Hall.
3. To ensure a systematic evaluation of teacher applicants, the Division Sub Committees will conduct Paper Assessment, Skills Demo, Demo Teaching and Interview in the following venues, to wit:

| SENIOR HIGH SCHOOL |                                |   |                         |   |
|--------------------|--------------------------------|---|-------------------------|---|
| SCHOOL / VENUE     | TRACK                          | DIVISION SUB COMMITTEE  | ICT PERSONNEL IN CHARGE | DIVISION HRMPSB FOCAL                   |
| BCHS               | TVL                            | <b>(Chairperson)</b><br>LEONARD DAWATON<br><b>(Members)</b><br>ESTHER MELECIO<br>FERNANDO ELEPONGA<br>WILTON ANTON<br>LEONARDO ZAMBRANO                                 | WARREN AMBAT            | MARILYN S. API-IT                       |
|                    | HUMMS, ARTS and DESIGN, SPORTS | <b>(Chairperson)</b><br>MARILYN API-IT<br><b>(Members)</b><br>DOLORES COMOM<br>MAYLYN SAMIDAN<br>FRANCIS LOMIWES<br>BRENDA CARIÑO<br>JULIA BILIGAN<br>LILIAN PAGULONGAN |                         |   |
| BCNSHS             | STEM                           | <b>(Chairperson)</b><br>FRANCIS COPSIYAN<br><b>(Members)</b><br>EDITH LAOP<br>JOHNNY KIDIAN<br>MELODY FLORES<br>ESTHER GALLOTAN   |                         | SORAYA T. FACULO<br>ROBERTO R. GONZALES |
|                    | ABM                            | <b>(Chairperson)</b><br>MARINA TABANGCURA<br><b>(Members)</b><br>SOLEDAD COPSIYAN<br>VIRGINIA ULATAN<br>EDWARD VICENTE  |                         |   |

| JUNIOR HIGH SCHOOL |                      |   |                         |                       |
|--------------------|----------------------|---|-------------------------|-----------------------|
| SCHOOL / VENUE     | SUBJECT              | DIVISION SUB COMMITTEE  | ICT PERSONNEL IN CHARGE | DIVISION HRMPSB FOCAL |
| PCNHS              | MAPEH                | <b>(Chairperson)</b><br>LOLITA MANZANO<br><b>(Members)</b><br>LOURDES LOMAS-E<br>JERRY YMSON<br>NITZ RABANNAL<br>NICODEMUS GAM-AD<br>JASON PASCADEN<br>ORTIZ GABOL<br>ZOSIMO LEAL   | ARIEL MAYOCYOC          | REYNALYN T. PADSOYAN  |
|                    | TLE                  | <b>(Chairperson)</b><br>CORAZON DAYDAY<br><b>(Members)</b><br>WHITNEY DAWAYEN<br>MARCIAL LAMI-ING<br>TONY EMILIANO<br>JESUSA YADAO<br>CLAIRE HERMAN   |                         |                       |
|                    | ENGLISH and FILIPINO | <b>(Chairperson)</b><br>ARMI FIANGA-AN<br><b>(Members)</b><br>BRENDALEE AWINGAN<br>FRANCIS PENAFLOR<br>MARYJANE MALIHOD<br>JANE MARIE NGOLAB<br>JAYREROS GUEVARA<br>ROSALIA OCYADEN<br>ESTELITA VALDEZ<br>DEAN MENDOZA      |                         |                       |
|                    | SCIENCE and MATH     | <b>(Chairperson)</b><br>JACQUELINE LAMPAC<br><b>(Members)</b><br>MERILYN BUYOCAN<br>REY GAPASEN<br>NIÑO MARTINEZ<br>LUCIA CASIM<br>VIRGINIA ALINDAYO<br>GRACE DOMINGO<br>JOAN ANDAYAN<br>MARILOU GOMEYAC<br>LOIDA MANGANGEY |                         |                       |
|                    | AP and ESP           | <b>(Chairperson)</b><br>NORA DALAPNAS<br><b>(Members)</b><br>MARISA LAPLANA<br>JANET PASCUA<br>ROSANNA DIZON<br>DANNY MARQUEZ<br>ERWIN ALLAGA<br>VICTOR FERNANDEZ<br>REMEDIOS ANDRADA                                       |                         |                       |



| SPED           |  |                         |                        |
|----------------|--|-------------------------|------------------------|
| SCHOOL / VENUE | DIVISION SUB COMMITTEE   | ICT PERSONNEL IN CHARGE | DIVISION HRMPSB FOCAL  |
| SPED Center    | <b>(Chairperson)</b><br>RUFINA SUANDING<br><b>(Members)</b><br>NIÑO TIBANGAY<br>AGNES LOMAS-E<br>NANCY DUMALILI<br>LUZ SORIANO<br>DANILO GAYAO | MARK CAGAOAN            | MA. LOUELLA C. MONCADA |

| KINDERGARTEN   |   |                         |                       |
|----------------|---|-------------------------|-----------------------|
| SCHOOL / VENUE | DIVISION SUB COMMITTEE  | ICT PERSONNEL IN CHARGE | DIVISION HRMPSB FOCAL |
| Lucban ES      | <b>(Chairperson)</b><br>SANTIAGO BUGTONG<br><b>(Members)</b><br>MARIE SILLATOC<br>CYNTHIA BITAGAN<br>JOSEPH ESTIGOY<br>MANUEL AGBUNAG | RICHARD IÑEGO           | ARTHUR TIONGAN        |

| ELEMENTARY (Grades I-VI) |  |  |  |                       |
|--------------------------|--|--|--|-----------------------|
| SCHOOL / VENUE           |  | DIVISION SUB COMMITTEE   | ICT PERSONNEL IN CHARGE                                | DIVISION HRMPSB FOCAL |
| Baguio Central School    | Demo Teaching (cluster according to grade) | <b>(Chairperson)</b><br>SUSANA ALIPING<br><b>(Members)</b><br>MARIBETH CUARESMA<br>REMEDIOS QUIÑO<br>LIGAYA ANNAWI<br>MARIA PALSI<br>JERRY WALSIYEN<br>JEANETTE LACANA<br>AMALIA MICKLAY<br>WILMA BITENG<br>HEIDI PUCDIHON<br>TEODORA BOTIS<br>JULIET MAMARIL<br>ESTRELLA BULAY<br>NIXON ELAHE<br>LILIE VINLUAN<br>ALICE MASIDONG<br>ROMMEL MANZANO<br>VALERIANO ACCAD<br>ANNIE LAURIE BISQUERA<br>FLORIDA CAEL<br>ELIZABETH ESPINOZA<br>MARGIE ESTOESTA | MARIA MAGDALENA BALAO<br>VICTOR SOTELO<br>CHARLIE FEIR | ARTHUR TIONGAN        |
|                          | Paper Assessment                           | <b>(Members)</b><br>JULIA LADIONG<br>HERMOSO BUNNOL<br>OCTAVIA PEDRO<br>MARILYN TAMI-ING<br>ELLEN GRANDE<br>GLORIA CATIYAN   |  |                       |

|                  |           |  |  |  |
|------------------|-----------|--|--|--|
| Josefa Cariño ES | Interview | <b>(Members)</b><br>LETICIA HIDALGO<br>ESTHER LITILIT<br>PROSERPINA ESTACIO<br>HELEN ACOP<br>BRIGETTE GALONG<br>JACKSON CAYAOS<br>GEMMA LOMBOY |  |  |
|------------------|-----------|--|--|--|

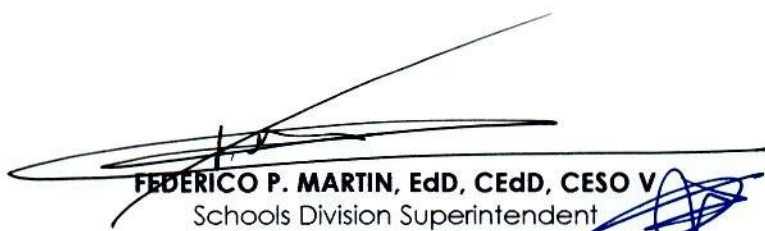
4. There will be a School Orientation on the e-RQA by the ICT Personnel in Charge anytime between January 8 and 31, 2019.

| DISTRICT                                       | ICT PERSONNEL IN CHARGE                        |
|--|--|
| (ES & HS) Quezon & North Quezon                | <b>RAIZA CANILLAS (SAN VICENTE NHS)</b>        |
| (ES & HS) West Baguio Central & Baguio Central | <b>JULIAN ALCABEDOS JR. (PACDAY QUIÑIO ES)</b> |
| (ES & HS) Lucban & Mabini                      | <b>MARLON LEOCADIO (GVNHS)</b>                 |

5. All application documents from the schools will be turned over to the Division Sub Committee Chairperson on **February 11, 2019**.
6. The Terms of References (TOR) for the Committees/Focal are as follows:

| COMMITTEE   | ROLES/RESPONSIBILITIES   |
|---|--|
| <b>a. DIVISION SUB COMMITTEE CHAIRPERSON</b>                  | <ul style="list-style-type: none"> <li>Convenes the Division Sub Committee for the assessment activities</li> <li>Coordinates with the Division HRMPSB Focal</li> <li>Ensures that all application documents are in order and secured</li> <li>Coordinates with the School Head for the safekeeping of application documents</li> <li>Ensures the completeness of the e-RQA</li> </ul> |
| <b>b. ICT PERSONNEL IN CHARGE (School and those assigned)</b> | <ul style="list-style-type: none"> <li>Ensures the timely filling up and submission of e-RQA</li> <li>Gives technical assistance to the School ICT in charge of e-RQA</li> </ul>   |
| <b>c. DIVISION HRMPSB FOCAL</b>                               | <ul style="list-style-type: none"> <li>Ensures smooth conduct of the assessment process</li> <li>Renders technical assistance to the Division Sub Committee</li> <li>Reports to the Division HRMPSB Chairperson</li> </ul>   |
| <b>d. SCHOOL/VENUE</b>  | <ul style="list-style-type: none"> <li>Provides venue/s for paper assessments, interviews, demonstration teaching, skills demonstration and other needs</li> </ul>   |

7. Attached is the Program of Activities for the orientation of teacher applicants, School Heads and Sub Committee members.
8. Meals and snacks during the assessment dates will be charged to the Division/School/Local funds subject to the usual accounting and COA rules and regulations.
9. Immediate and wide dissemination of this memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CEdd, CESO V**  
 Schools Division Superintendent



ORIENTATION for TEACHER APPLICANTS, SCHOOL HEADS and DIVISION SUB COMMITTEE MEMBERS  
January 16, 2019 (9:00am)  
Division Training Center

PROGRAM OF ACTIVITIES

| Activity  | Personnel in charge  |
|---|--|
| AVP <ul style="list-style-type: none"><li>Opening Prayer</li><li>Pambansang Awit</li></ul>  | <b>Alma D. Gayob</b><br>ADAS II<br>Division HRMPSB Secretariat   |
| Welcome Remarks   | <b>Federico P. Martin, EdD, CEEd, CESO V</b><br>Schools Division Superintendent  |
| Statement of Purpose  | <b>Roberto R. Gonzales</b><br>AO V<br>Division HRMPSB Regular Member   |
| Orientation Proper <ul style="list-style-type: none"><li>Process flow of application</li><li>Documentary requirements</li><li>Issues and Concerns</li></ul> | <b>Reynalyn T. Padsoyan</b><br>SEPS - Planning & Research<br>Division HRMPSB Regular Member<br><br><b>Arthur Tiongan</b><br>Chief - SGOD<br>Division HRMPSB Co-Chairperson<br><br><b>Ma. Louella C. Moncada</b><br>AO IV - HRMO<br>Division HRMPSB Regular Member<br><br><b>Soraya T. Faculo</b><br>OIC - Asst. Schools Division Superintendent<br>Division HRMPSB Chairperson<br><br><b>Juliet C. Sannad</b><br>Chief - CID<br>Division HRMPSB Special Member<br><br><b>Marilyn S. Api-it</b><br>EPS - Filipino<br>Division HRMPSB Regular Member |
| Closing Remarks   | <b>Brenda M. Cariño</b><br>Principal IV - BCHS<br>President - NAPSSHI<br>Division HRMPSB Special Member  |