



April 22, 2019

Division Memorandum
No. 56, s. 2019

CREATION OF THE DIVISION PERSONNEL SELECTION BOARD – TECHNICAL WORKING GROUPS (PSB-TWGs) ON DOCUMENT EVALUATION/VALIDATION OF APPLICANTS FOR TEACHING AND NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/OIC of the District
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads, Schools Division Office

1. To expedite the recruitment and selection process as well as the filling up of vacant/newly-created items in the Schools Division of Capiz, the following Technical Working Groups (TWGs) on Document Evaluation/Validation are hereby created:

1.1 For Elementary and Secondary Master Teacher Positions (Natural vacancy)

Chairperson : Segundina F. Dollete, Ed.D. (CES-CID)
Members : Andres D. Quiachon (EPS-CID)
Merlie Rubio, Ph.D. (EPS-CID)
Alan Vincent B. Altamia (EPS-CID)

1.2 For Reclassification: Head Teacher Positions (Department Heads in Secondary Schools) and Master Teacher Positions (Elementary & Secondary):

Chairperson : Segundina F. Dollete, Ed.D. (CES-CID)
Members : Rolando Jamora, Ph.D. (EPS-CID)
Elenia P. Baranda (EPS-CID)
Shirley De Juan (EPS-CID)

Members (BI/Field Validators): Sephora Roldan (EPS-CID)
Salvador Dale Artates (EPS-CID)
Ruth Gervero, Ph.D. (EPS-CID)

1.3 For Non-Teaching Personnel (Level 1):

Chairperson : Marlon P. Destreza, Ed.D. (CES-SGOD)
Members : Edna B. Azcarraga, Ph. D. (EPS-SGOD)
Ronald D. Dile (SEPS-M&E)
Immaculada J. Amores, Ph.D. (SEPS-HRD)
Maggie A. Obligacion, Ph.D. (SEPS-Planning & Research)

- The Division TWGs (Document Evaluation/Validation) shall be directly supervised by the Division Personnel Selection Board (PSB) and will serve as its extension arm in checking, evaluating, validating and verifying the documents of applicants (*including on-site visit, background check and field validation*) for the above-mentioned teaching and non-teaching positions.
- The Division PSB is hereby authorized to convene these TWGs anytime as the need arises.
- Immediate dissemination of this memorandum is desired.


ROEL F. BERMEJO Ph.D., CESO V
Schools Division Superintendent