



January 16, 2020

Division Memorandum
No. 013, s. 2020

RECOMPOSITION OF THE DIVISION PERSONNEL SELECTION BOARD – TECHNICAL WORKING GROUPS (PSB-TWG's) 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 (TWG's) on Document Evaluation/Validation are hereby created:

1.1 For Reclassification Master Teacher and Head Teacher Positions (Elementary & Secondary):

Chairperson : Segundina F. Dollete, Ed.D. (CES-CID)
Members : Rolando Jamora, Ph.D. (EPS-CID)
Elenia P. Baranda (EPS-CID)
Merlie Rubio, Ed.D. (EPS-CID)
Marilou Lozada, Ed.D. (OIC-AO V)
Ma. Sharon Barrientos (AO IV)
Alan Vincent Altamia (EPS-CID)

1.1.1 The aforementioned committee shall also take charge of the evaluation and verification of documents during the ranking of master teacher positions (natural vacancy) in both elementary and secondary schools.

1.2. For Non-Teaching Personnel (Level I, SG 1-9):

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

- 3 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.
- 4 The Division PSB is hereby authorized to convene these TWG's anytime as the need arises.
- 5 The ranking and reclassification of school principal positions and non-teaching positions (level II, SG 10-24), shall still be handled by the Division Personnel Selection Board (PSB).
- 6 Previous division issuance regarding the composition of the PSB-TWG's is hereby rescinded.
- 7 Immediate dissemination of this memorandum is desired.