



May 27, 2020

Division Memorandum

No. 053 s. 2020

**RECOMPOSITION 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 Promotion/Reclassification Master Teacher and Head Teacher Positions (Elementary & Secondary):**

Chairperson : Nicasio S. Frio (ASDS)  
Members : Segundina F. Dollete, Ed.D. (CES-CID)  
Rolando Jamora, Ph.D. (EPS-CID)  
Rosemary Ledesma (P-II)  
Merlie Rubio, Ed.D. (EPS-CID)  
Marilou Lozada, Ed.D. (OIC-AO V)  
Expectacion Lacbanes (P-III)

Secretariat : Ma. Sharon Barrientos (AO IV)  
Rhodela U. Martinez (AO IV)  
Admin. Staff

**1.2 For Promotion/Reclassification of Principal Positions (Elementary & Secondary):**

Chairperson : Nicasio S. Frio (ASDS)  
Members : Segundina F. Dollete, Ed.D. (CES-CID)  
Calin Bernales, Ed.D. (PSDS)  
Reynaldo Azcarraga, Ph.D. (PSDS)  
Fe Bañez, Ed.D. (PSDS)  
Marilou Lozada, Ed.D. (OIC-AO V)

Secretariat : Ma. Sharon Barrientos (AO IV)  
Rollie Kim Relano (Asst. Principal II)  
ASDS Staff

**1.3 For Non-Teaching Personnel:**

Chairperson : Nicasio S. Frio (ASDS)  
Members : Marlon P. Destreza, Ed.D. (CES-SGOD)  
Edna B. Azcarraga, Ph. D. (EPS-SGOD) –Alternate of  
Dr. Destreza  
Marilou Lozada, Ed.D. (OIC-AO V)  
Ma. Sharon Barrientos (AO IV)  
Sephora Roldan (EPS-Aral. Pan.)  
Salvador Dale Artates (EPS-English)  
Josephine Manuel (ADAS-III)

Secretariat : Rona P. Odicta (P-II), District of Sapián  
G.P. Mazel Acevedo (HT-III), Sapián NHS  
Imelda de la Fuente-Arcala (T-III), Felix Balgos NHS  
Ronald Dile (SEPS – M&E)

- 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 TWGs anytime as the need arises.
- 5 The ranking and reclassification of school principal positions and ranking of non-teaching positions (level II) shall still be handled by the Division Personnel Selection Board (PSB).
- 6 Previous division issuances which are inconsistent with this memorandum is hereby rescinded.
- 7 Immediate dissemination of this memorandum is desired.

  
SALVADOR O. OCHAVO JR., EdD, CESO V  
Schools Division Superintendent

5/27-2020 