



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

**OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM

No. 312, s. 2022

AUG 12 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 261 s. 2022 RE: HIRING OF
TEACHER APPLICANTS FOR KINDERGARTEN, ELEMENTARY, JUNIOR HIGH
SCHOOL, AND SENIOR HIGH SCHOOL FOR SY 2022-2023**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All concerned

1. Relative to Division Memorandum No. 261 s. 2022, the following are hereby made as further provisions:
 - a. Creation of the HRMPSB Technical Working Group (*Enclosure No. 1*)
 - b. Guidelines on the Conduct of the Document Validation, Interview, Skills Validation, and Demonstration Teaching of Applicants (*Enclosure No. 2*)
2. In aid of the Human Resource Personnel Selection Board and the Division Selection Committee of the Schools Division Office of Kabankalan City, the technical working groups for the conduct of the stages of recruitment are hereby created.
2. The HRMPSB TWGs are assigned to validate and appraise documents, conduct the interview of applicants, serve as observers and validators during the demonstration teaching and skills validation.
3. The parameters for the conduct of the activities for recruitment covers those applicants who opted to take or undergo the interview, skills validation, and demonstration teaching.
4. A separate advisory shall be issued for the date and venues specific to each applicant as this will be determined after the document validation period.
5. An orientation of the TWG for Document Evaluation will be held at the Division Conference Hall of the new SDO Building on August 12, 2022 at 1:15 p.m. which will be followed by a simulation of the validation process for the familiarity of the members on the systematic procedure using the online validation and recording form.
6. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



DIVISION SELECTION COMMITTEE

FOR IPED & REGULAR KINDERGARTEN, SPED, AND ELEMENTARY

Chairperson: Lea C. Belleza EdD

Members: Junry M. Esparar, PhD
Xyzette Vingno – SPED
Mary Joan Dayon – for IPED Applicants
Orlie Villanueva – PESPA President
Alfredo Mangao, Jr. – CSO Representative
Vicente Ynchausti – Teachers' League President

FOR IPED AND REGULAR JUNIOR HIGH SCHOOL LEVEL

Chairperson: Lea c. Belleza EdD

Members: Julieta Gempison
Mary Joan Dayon – for IPED Applicants
Eugenio Gargantiel Jr. – NASSHPHIL President
Alfredo Mangao, Jr. – CSO Representative
Vicente Ynchausti – Teachers' League President

FOR SENIOR HIGH SCHOOL

Chairperson: Lea c. Belleza EdD

Members: Jolly G. Gariando, Jr. – Senior High School Coordinator
Saturnino T. Pabalinas, Jr. – Senior Education Program Specialist
Eugenio Gargantiel Jr. – NASSHPHIL President
Vicente Ynchausti – Teachers' League President

Technical Working Groups for Document Evaluation

Elementary/Kinder/SPED

1. Helen Mambalos
2. Eden Joy Nifras
3. Miguel Peñaranda III
4. Angela Malala
5. Larlin Quirit
6. Xyzette Ganza
7. Jenelyn Argamaso
8. Jesusa Dela Paz
9. Ann Yvonne Vingno
10. Archiebal Poyogao
11. Krisha Marie Paltu-Ob
12. Rodel Ponce

Junior High School

1. Rene Erillo
2. Angela Malala
3. Analie Almaiz
4. Romeo Poyogao
5. Richard Roa
6. Darren Romeo

IPED

1. Mary Joan Dayon
2. Faustino Padilla
3. Justin Mangao

Senior High School

1. Jolly G. Gariando
2. Jacqueline Dagunan
3. Elvie R. Verde
4. Jelaine Soligan
5. Kit Ian Bayotas

**VENUE AND LIST OF INTERVIEWERS AND DEMO TEACHING OBSERVERS
(KINDER SPED)**

Chair.: Xyzette V. Ganza

Members:

Antonietta G. Gayosa
Elena C. Mayoga
Rhodora Soluta
Hazel Ramirez
Meladie Chico

Venue: ERAMS West

**VENUE AND LIST OF INTERVIEWERS AND DEMO TEACHING OBSERVERS
(ELEMENTARY)**

Elementary Group I

Chair.: Larlin Q. Quirit
Vice Chair.: Miguel Peñaranda III
Members:

Lira R. Varona
John Oyog
Mary Jane G. Nombre
Ponciano G. Gepulano
Henrylito M. Tlmgson
Benjie F. Gonzales
Devin T. Hubac
Wilma P. Gasataya
Teto Pilar
Ariel Tantiado
Jennefer Mahasol

Venue: Binicuil ES

Elementary Group II

Chair.: Jesusa G. dela Paz
Vice Chair.: Helen Mambalos
Members:

Rhodora P. Castel
Nenita Grande
Evelyn Fairbanks
Lilibeth Padilla
Leo M. Managuit
Abner P. Docdocil
Shiela Jane G. Osorio
Ma. Gina A. Cordero

Venue: ERAMS East

Elementary Group V

Chair.: Jolly G. Gariando Jr.
Vice Chair.: Jacqueline Dagunan
Members:

Ben Villareña
Kristine Barbasa
Vicente Bianan
Ma. Teresa Yana
Susan Sepida
Line Untal
Edwin Talusay
Rosemarie Soreño

Venue: Tabugon ES

Elementary Group III

Chair.: Ann Yvonne B.
Vingno
Vice Chair.: Jerralyne Limaco
Members:

Raul Mambalos
Orlie Villanueva
Faith Canlog
Leilana Daguia
Mary Nove Joy
Perseverancia
Ben Vilanueva
Melanie Llasos

Venue: ERAMS West

Elementary Group IV

Chair.: Faustino Padilla Jr.
Vice Chair.: Mary Joan G. Dayon
Members:

Joel R. Pacheo
Ma. Lenita L.
Cuizon
Teresita Cadagat
Ruben Saquian
Bernadeth dela
Cruz
Mary A.
Nobles
Arceli Opeda
Denrose
Entierro
Baby Jane T.
Culasino
Daisy Alisbo

Venue: Oringao ES

**VENUE AND LIST OF INTERVIEWERS AND DEMO TEACHING OBSERVERS
(JUNIOR HIGH SCHOOL)**

Araling Panlipunan

Chair: Blas P. Tabayag

Members:

Eugenio A. Gargantiel,
Jr.
Donna T. Banaglorioso
Clea Abad

Venue: Tapi NHS

MAPEH

Chair: Romeo G. Poyogao

Members:

Roselyn Mabasa
Melvan Calumag

Venue: Daan Banua NHS

English

Chair: Eden Joy B. Nifras

Members:

Leah Antoniego
Dinah D. Gatilago
Narieta Botero
Rhodora Castel
Ma. Jeneath Repique

Venue: Kabankalan NHS

Science

Chair: Analie V. Almaiz

Members:

Jonathan Gerangue
Redema Y. Macaya
Joevel Singson
Rowena Dominguez
Liezal G. Tan

Venue: Talubangi NHS

Filipino

Chair: Jenelyn Argamaso

Members:

Julia R. Laurico
Jowie Balansag
Marlyn Argamaso
Grace Yelo
Ruselle Tumayan
Mary Jane Nombre

Venue: Salong NHS

**Technology and Livelihood
Education**

Chair.: Elvie R. Verde

Members:

Leonardo M. Ordonez,
III
Lorena S. Diaz
Isidore Tagnia
Pamela Pacionela
Patric Española

Venue: Daan Banua ES

Mathematics

Chair.: Rene Erillo

Members:

Alma Daguia
Angela Malala
Jolly Gariando, Jr.
Julius Ongalon
Jude Dojoles
Hannah Lyn Buenafe
Elena Malacapay

Venue: Binicuil NHS

Values Education

Chair.: Angela Malala

Members:

Alma Daguia
Johnie
Peracullo
Jude Dojoles
Teddy Puro

Venue: Binicuil NHS

**VENUE AND LIST OF INTERVIEWERS AND DEMO TEACHING OBSERVERS
(SENIOR HIGH SCHOOL)**

**GROUP I-A: Oral Communication, Reading and Writing, English for Academic and
Professional Purposes, Practical Research**

Chair: Eden Joy B. Nifras

Members:

Leah Antoniego
Dinah D. Gatilago
Narieta Botero
Rhodora Castel
Ma. Jeneath Repique

Venue: Kabankalan NHS

GROUP I-B: Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't ibang Teksto sa Pananaliksik, Pagsulat sa Filipino sa Piling Larangan

Chair: Jenelyn Argamaso

Members:

Julia R. Laurico

Jowie Balansag

Marlyn Argamaso

Grace Yelo

Ruselle Tumayan

Mary Jane Nombre

Venue: Salong NHS

GROUP I-C: 21st Century Literature from the Philippines and the World; Contemporary Philippine Arts from the Region; Understanding Culture, Society and Politics; Introduction to the Philosophy of the Human Person and related specialized HUMSS subjects

Chair: Blas P. Tabayag

Members:

Eugenio A. Gargantiel, Jr.

Donna T. Banaglorioso

Clea Abad

Venue: Tapi NHS

GROUP I-D: Media and Information Literacy; Empowerment Technologies (for the Strands)

Chair: Eden Joy B. Nifras

Members:

Leah Antoniego

Dinah D. Gatilago

Narieta Botero

Rhodora Castel

Ma. Jeneath Repique

Venue: Kabankalan NHS

GROUP II: ABM and Entrepreneurship, Research and Work Immersion

Chair.: Rene Erillo

Members:

Alma Daguia

Angela Malala

Jolly Gariando, Jr.

Julius Ongalon

Jude Dojoles

Hannah Lyn Buenafe

Elena Malacapay

Venue: Binicuil NHS

GROUP IIIA: General Mathematics, Statistics and Probability and related specialized STEM subjects

Chair.: Rene Erillo

Members:

Alma Daguia

Angela Malala

Jolly G. Gariando, Jr.

Julius Ongalon

Jude Dojoles

Hannah Lyn Buenafe
Elena Malacapay
Venue: Binicuil NHS

GROUP IIB: Earth Science, Earth and Life Science, Physical Science and related specialized STEM subjects

Chair: Analie V. Almaiz
Members:
Jonathan Gerangue
Redema Y. Macaya
Joevel Singson
Rowena Dominguez
Liezal G. Tan
Venue: Talubangi NHS

GROUP IVA-IVD: Specialized TVL/Agri-Fisheries, Specialized TVL/Industrial Arts, Specialized TVL/ICT, Specialized TVL/Home Economics

Chair.: Elvie R. Verde
Members:
Leonardo M. Ordonez, III
Lorena S. Diaz
Isidore Tagnia
Pamela Pacionela
Patric Española
Venue: Daan Banua ES

Group V: Sports and the following subjects: Physical Education and Health, Personal Development, and related specialized Sports Subjects

Chair: Romeo G. Poyogao
Members:
Roselyn Mabasa
Melvan Calumag
Venue: Daan Banua NHS

**VENUE AND LIST OF INTERVIEWERS AND DEMO TEACHING OBSERVERS
(IPED ELEMENTARY AND JUNIOR HIGH SCHOOL)**

Elementary Group

Chairman: Mary Joan G. Dayon
Members:
Ruben A. Saquian
Clemencia V. Carmelotes
Ma. Lenita Cuizon
Baby Jane T. Culasino
Arceli G. Opeda
Joel R. Pacheo
Mary A. Nobles
Bernadeth L. dela Cruz
Venue: Tagukon ES

Junior High School Group

Chairman: Grycy Alagao
Members:
Bercy Sapanza
Jennefer Mahasol
Abner Docdocil
Venue: Tagukon NHS

TWG FOR THE SKILLS VALIDATION

**Home Economics and Health and
Entrepreneurship**

Chairman: Elvie R. Verde

Members:

Sheina Saquian

Julieta Gempison

**Music, Arts, and Physical
Education**

Chairman: Romeo G. Poyogao

Members:

Sheina Saquian

Crisando Sapi-an

Agriculture and Fishery Arts

Chairman: Cecilia G. Abello

Members:

Elvie R. Verde

Jonalyn A. dela Cerna

Industrial Arts

Chairman: Rene S. Erillo

Members:

Raymond G. Noquilla

Alfredo G. Nombre, Jr.

**Information and Communications
Technology**

Chairman: Archiebal A. Poyogao

Members:

Richard Roa

Kevin Jone D. Camparecio

**Emergency Medical Services and
First Aide**

Chairman: Rictee I. Resano

Members:

Charity Sasuman

Tristan Lucerna

Language and Oral Communication

Chairman: Eden Joy B. Nifras

Members:

Jeneath Repique

Leah Antoniego

The following guidelines shall be used in the conduct of the Evaluation of Documents, Demonstration Teaching, Interview, and Skills Validation relative to Division Memorandum No. _____ s. 2022:

1. All applicants, old and new, shall undergo the face-to-face validation of documents.
2. The appraisal of points of the documents shall be conducted by the Division Technical Working Group for Document Evaluation which will start on August 17, 2022.
3. Each applicant will be scheduled and assigned to a specific group of evaluators in each level or category for the appraisal of their points earned.
4. Applicants shall bring with them the hard copy of their documents submitted to the School Screening Committee. Included in these documents is the Individual Rating Sheet issued by the HRMPSB for ratings obtained from SY 2021-2022.
5. The Individual Rating Sheets will be used by the evaluators to credit the valid old scores of the applicants who opted to waive for a new assessment.
6. Applicants shall likewise bring with them a copy of their certificate of training in case these need further validation especially for K to 10, SPED and IPED applicants for them to meet the maximum points.
7. Based on these submitted certificates, the evaluators for K to 10 including SPED and IPED will be the ones to assign to which group of skills validators these applicants will belong to.
8. An applicant may bring additional documents not included in the initial submission provided these are noted in the remarks section of the checklist issued by the School Screening Committee.
9. During the appraisal of documents, should the applicant become amenable of the points earned, the evaluators shall print in two copies a summary sheet of points earned by the applicant. The applicant subsequently will sign to conform with the results.
10. Signing the summary sheet means that the applicant agrees without impartiality with the results and relinquishes any future contention of the appraised points from their documents presented.
11. There shall be no face-to-face demonstration teaching and interview.
12. For demonstration teaching, applicants will prepare a 30-minute video of themselves conducting a mock face-to-face class in a classroom setup and make use of the classroom in the school where they applied to record their video.
13. The subject matter for the lessons to be conducted will be given during the validation of documents.
14. For the interview of applicants, a virtual setup shall be adopted.
15. Further instructions regarding the links for the submission of the teaching demo video and online interview will be issued through a separate advisory.
16. For applicants whose training certificates need further validation, the assigned group of skills validators will determine whether a face-to-face validation will be necessary, or a virtual assessment would suffice.