



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 225, s. 2023

JUN 20 2023

**CONSTITUTING THE HRMPSB SUB-COMMITTEES AND THEIR ATTACHED
FUNCTIONS RELATIVE TO THE CONDUCT OF THE SY 2023-2024
TEACHER RECRUITMENT AND SELECTION**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In relation to Division Memorandum No. 224, s. 2023 re: Recruitment and Selection for Teacher Applicants of Kindergarten, Elementary, Junior High School, and Senior High School for SY 2023-2024, the Human Resource Merit Promotion and Selection Board hereby constitutes the following HRMPSB Sub-Committees for the conduct of the recruitment and selection activities:

- a. School Screening Committee
- b. Document Validation Committee
- c. Demonstration Teaching Committee
- d. Teacher Reflection Committee
- e. HRMPSB – ICT Committee

2. The composition and functions of these HRMPSB Sub-Committees shall be the following:

a. School Screening Committee

a.1. Composition

Chairman: School Head

Members: Three (3) teachers as members

a.2 Functions

a.2.1 Receive and validate applications submitted by teacher applicants.

a.2.2 Attest to the documents submitted by the teacher applicants by signing the Checklist of Documents and Omnibus Sworn Statement.

a.2.3 Scan all the attested and notarized checklist together with the application documents and forward the same to the HRMPSB using the online uploading facility at <http://bit.ly/schooluploading2023> on or before 5 pm of June 30, 2023.





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a.2.4 Accomplish the Initial Evaluation Sheet (*Enclosure No. 1*) and fill in all applicable and available information except the last column which shall be left to the HRMO to qualify or not.

a.2.5 Print the Initial Evaluation Sheet and submit the same printed and Excel copy to the HRMO on or before 5 pm of June 30, 2023.

a.2.6 Assist applicants regarding issues and concerns involving the steps in the submission of applications.

b. Document Validation Committee

b.1 Composition

b.1.1 Kindergarten/SPED

Xyzette V. Ganza
Jesusa dela Paz
Ann Yvonne Vingno

b.1.2 Elementary

Eden Joy B. Nifras
Miguel Peñaranda III
Larlin Quirit
Mary Joan Dayon
Faustino Padilla

b.1.3 Junior High School

Rene S. Erillo
Analie M. Almaiz
Romeo Poyogao
Jenelyn Argamaso

b.1.4 Senior High School

Jolly G. Gariando, Jr.
Jacqueline Dagunan
Elvie R. Verde
Saturnino T. Pabalinas, Jr.

b.2 Functions

b.2.1 Select from among its members one person to act as Secretariat to document the on-going activities including issues or concerns addressed or resolved by the sub-committee.

b.2.2 Evaluate the teacher application documents submitted and appraise the same using the Online Platform to be provided by the HRMPSB ICT Committee for the giving of points based on the criteria provided in DepEd Order No. 7, s. 2023.

b.2.3 Ensure that the *Open Ranking System* is observed by conducting the assessment of documents in the presence of





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other applicants whose points will likewise be shown online through the SDO Kabankalan website during the period of the document validation.

b.2.4 Ensure that the appraised documents are verified to be true and accurate.

b.2.5 Assist the applicants with regards to their queries raised about the results of the document validation.

b.2.6 Each evaluator shall affix his/her signature in the Individual Evaluation Sheet to each applicant at the end of each document validation per applicant.

b.2.7 Issue the Individual Evaluation Sheet to the applicant and have the applicant sign in conformity with the said evaluation.

c. Demonstration Teaching Committee

c.1 Composition

c.1.1 Kindergarten/SPED Classroom Observers

Chair: Xyzette Ganza

Members:

Antonieta Gayosa

Elena Mayoga

Rhodora Soluta

Hazel Ramirez

Miladdie Chia

c.1.2 Elementary Classroom Observers

Venue: Binicuil Elementary School

Chair.: Larlin Q. Qurit

Vice Chair.: Miguel Pefiaranda III

Members:

Lira R. Varona

John Oyog

Mary Jane G. Nombre

Ponciano G. Gepulano

Henrylito M. Tingson

Benjie F. Gonzales

Wilma P. Gasataya

Teto Pilar

Ariel Tantiado

Jennefer Mahasol

Venue: ERAMS East

Chair.: Jesusa G. dela Paz





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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 West

Chair.: Ann Yvonne B. Vingno

Vice Chair.: Saturnino T. Pabalinas, Jr.

Members:

Jerralyne Limaco
Raul Mambalos
Orlie Villanueva
Faith Canlog
Leilana Daguia
Mary Nove Joy Perseverancia
Ben Vilanueva

Venue: Oringao Elementary School

Chair.: Faustino Padilla Jr.

Vice Chair.: Mary Joan G. Dayon

Members:

Joel R. Pacheco
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: Tabugon Elementary School

Chair.: Jolly G. Gariando Jr.

Vice Chair.: Jacqueline Dagunan

Members:

Ben Villareña
Kristine Barbasa
Vicente Bianan
Ma. Teresa Yana
Susan Sepida





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Line Untal
Edwin Talusay
Rosemarie Soreño

c.1.3 Junior and Senior High School Classroom Observers

Technology & Livelihood Education/ TVL IVA-D - Daan Banua ES

Chair.: Elvie R. Verde

Members:

Leonardo M. Ordonez, III

Lorena S. Diaz

Isidore Tagnia

Pamela Pacionela

Patric Española

Araling Panlipunan/HUMMS IC- Tapi NHS

Chair: Blas P. Tabayag

Members:

Eugenio A. Gargantiel, Jr.

Donna T. Banaglorioso

Clea Abad

English/HUMMS IA/ID – Kabankalan NHS

Chair: Eden Joy B. Nifras

Members:

Leah Antoniego

Dinah D. Gatilago

Narieta Botero

Rhodora Castel

Ma. Jeneath Repique

MAPEH/SHS Group V – Daan Banua NHS

Chair: Romeo G. Poyogao

Members: Roselyn Mabasa

Melvan Calumag

Science/STEM IIIB – Talubangi NHS

Chair: Analie V. Almaiz

Members: Jonathan Gerangue

Redema Y. Macaya

Joevel Singson

Rowena Dominguez

Liezel G. Tan

Values Education/HUMMS IC - Binicuil NHS

Chair.: Dinah Gatilago





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Members:

Alma Daguia
Johnie Peracullo
Jude Dojoles
Teddy Puro

Mathematics/STEM IIIA - Binicuil NHS

Chair.: Rene Erillo

Members:

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

Filipino/HUMMS IB - Salong NHS

Chair: Jenelyn Argamaso

Members:

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

c.2 Functions

c.2.1 Select from among its members one person to act as Secretariat to document the on-going activities including issues or concerns addressed or resolved by the sub-committee and keep a file of the results of the assessment of demonstration teaching for later reference.

c.2.2 Prepare the topics or competencies and the venue to be used in the demonstration teaching.

c.2.3 Conduct the assessment of teacher's demonstration of PPST Classroom Observable Indicators (COIs) using the guidelines as stated in *Item 6.a to 6.d of DepEd Order No. 7, s. 2023*.

c.2.4 Provide teacher applicants with a thorough explanation of the results of the assessment of the demonstration teaching.

c.2.5 Transmit the scores obtained by the applicants to the HRMPSB on or before 5 pm of July 14, 2023 for consolidation





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using the Online Platform to be given by the HRMPSB ICT Committee.

d. Teacher Reflection Form Evaluators

d.1 Composition

d.1.1 Team A

Chair: Junry M. Esparar

Members:

Jenelyn Argamaso

Blas Tabayag

Yvonne Vingno

Saturnino Pabalinas, Jr.

Rene Erillo

d.1.2 Team B

Chair: Cecilia G. Abello

Members:

Eden Nifras

Analie Almaiz

Jacqueline Dagunan

Xyzette Ganza

Larlin Qurit

d.2 Functions

d.2.1 Prepare the venue and materials to be used in the conduct of the Teacher Reflection Evaluation.

d.2.2 Conduct the assessment of teacher's competence of PPST Non-Classroom Observable Indicators (NCOIs) using the guidelines as stated in *Item 7.a to 7.d of DepEd Order No. 7, s. 2023*.

d.2.3 Provide teacher applicants with a thorough explanation of the results of the assessment of the demonstration teaching.

d.2.4 Transmit the scores obtained by the applicants to the HRMPSB on or before 5 pm of July 21, 2023 for consolidation using the Online Platform to be given by the HRMPSB ICT Committee.

e. HRMPSB – ICT Committee

e.1 Composition

Chair: Archiebal Poyogao

Members:



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2454 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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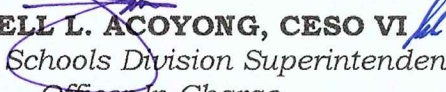
Richard Roa
Japeth Peloton
Alfonso Cabahug, Jr.
Ben Velasco

e.2 Functions

e.2.1 Provide the HRMPSB and HRMPSB Sub-Committees with the necessary technical assistance related to the use and implementation of the IT-based Open Ranking System adopted by the Schools Division of Kabankalan City.

e.2.2 Support the SDO Kabankalan HRMPSB with regards to the enhanced IT-based Open Ranking System through close collaboration with the Office of the HRMO for the operational guidelines to be in place.

3. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI 
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



INITIAL EVALUATION RESULT (IER)

Position: _____

Salary Grade and Monthly Salary: _____

Qualification Standards:

Education _____

Training _____

Experience _____

Eligibility _____

No.	Application Code	Names of Applicant	Personal Information									Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Email Address	Contact No.		Title	Hours	Details	Years		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Prepared and certified correct by:

(Name and signature)

Human Resource Management Officer

Date: _____

Notes and Instructions for the HRMO:

a) For the purpose of posting the IER, columns D to M shall be concealed in accordance with RA No. 10153 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified

b) If the information does not apply to the applicant, please put N/A.