



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**Division Memorandum**

No. 059 s. 2017

TO : **OIC-ASST. SCHOOLS DIVISIO SUPERINTEDENT  
CHIEF, CURRICULUMM IMPLEMENATION DIVISION (CID)  
CHIEF, SCHOOL GOVERNANCE AND OPREATION DIVISION (SGOD)  
ADMINISTRATIVE OFFICER V  
HRMO II  
SANCHO C. CALATRAVA  
GEORGIA P. TALABONG  
MILDRED GALLEN  
DR. GENER C. DELOS REYES  
WENDA SABEROLA DE-TORRES  
FIDELIZA V. LUCES**

FROM : **CATHERINE P. TALABERA, Ph. D.**  
OIC – Schools Division Superintendent

SUBJECT : **COMPOSITION OF DIVISION SELECTION COMMITTEE FOR  
ELEMENTARY AND SECONDARY SCHOOLS**

DATE : March 3, 2017

In connection with the Recruitment Selection and Hiring of Teachers I ( Elementary and Secondary ) for school year 2017-2018. The following members compose the Division Selection Committee.

For Elementary Schools:

<b>Chairman:</b>	Edwin Paul M. Navarro	- OIC-Asst. Schools Division Superintendent
<b>Members:</b>	Imelda C. Raymundo	- Chief, CID
	Dr. Edwin R. Rodriguez	- Chief, SGOD
	Conrado C. Gabarda	- Administrative Officer V/ Legal
	Sancho C. Calatrava	- EPS-AP
	Wenda Saberola De Torres	- PTA Federation President

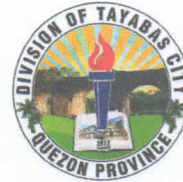
For Secondary:

<b>Chairman:</b>	Edwin Paul M. Navarro	- OIC- Asst. Schools Division Superintendent
<b>Members:</b>	Imelda C. Raymundo	- Chief, CID
	Dr. Edwin R. Rodriguez	- Chief, SGOD
	Conrado C. Gabarda	- Administrative Officer V/ Legal
	Georgia P. Talabong	- EPS- Science
	Dr. Gener C. Delos Reyes	- Principal IV/ NASSHPHIL President





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Optimal Member:

For SPED Applicants

- Mildred Z. Galleno -EPS Kinder/SPED

For Multi-Grade

- Sancho C. Caltrava - EPS-AP

Secretariat ( Elementary and Secondary Schools) - Josefina R. Oabel - HRMO II

Observer ( Elementary and Secondary Schools) - Fideliza V. Lucas- HTRD-Senior Education  
Program Specialist

Functions of the Committee:

- Receives from the Human Resource Office Unit the list of applicants with corresponding documents.
- Verifies the documents submitted by the Human Resource Office Unit as to completeness, accuracy, authenticity , and veracity.
- Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- Reviews and consolidates the results of the individual ratings of applicants, based on the score they obtained in each criterion for evaluation.
- Prepares separate division-wide RQAs for kindergarten, Elementary, and Secondary
- Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDS for approval.

Reference:

DepEd Order No. 7 s. 2015

