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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 5, 2023

REGIONAL MEMORANDUM
No. **1103**, s. 2023

**CREATION OF A SPECIAL REGIONAL COMMITTEE ON THE SEARCH FOR AN
OFFICER-IN-CHARGE TO THE OFFICE OF THE ASSISTANT
SCHOOLS DIVISION SUPERINTENDENT**

To: Schools Division Superintendents
Regional Office Employees
All Others Concerned

1. In view of the Search for an Officer-in-Charge, Office of the Assistant Schools Division Superintendent in DepEd Region VIII, a Special Regional Search Committee is created which shall be composed of the following officials:

Search Committee – Main Team

Chair : **Dr. Evelyn R. Fetalvero, CESO IV**
Regional Director

Co-Chair : **Dr. Ronelo Al K. Firmo, CESO V**
Assistant Regional Director

Functions:

- To establish the Search Committees
- To perform oversight functions and ensure compliance and quality of output by the Committees
- To spearhead the final interview of candidates and deliberate on the proficiency rating, resulting in a shortlist of candidates
- To make recommendations to the Secretary, based on the results of the selection process

Members : **Dr. Alejandra B. Lagumbay**
Chief, Human Resource Development Division

Dr. Harvie D. Villamor
Chief, Curriculum and Learning Management Division

Ms. Eva D. Rosales
Administrative Officer V, AD-Personnel Section



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Functions:

- To establish the list of candidates and validated information per candidate, following pre-selection processes and criteria
- Provide evidence-based profiles of the candidates
- Submit names of candidates for interview
- Prepare relevant documents as prescribed by the Regional Director

Search Committee – Data Gathering Team

Chair : **Dr. Rita R. Dimakiling**
Chief, Policy, Planning and Research Division

Members : **Dr. Rosemarie M. Guino**
OIC-Chief, Administrative Division

Mr. Sonny S. Tayum
Education Program Supervisor, Quality Assurance Division

Two (2) Division Education Supervisors, none of whom should be a resident of, or currently assigned to, the division/locality of candidates being assessed (to be identified by the committee)

Functions:

- Collect and review relevant documents on all candidates
 - Collect feedback from the candidates' workplace (self, subordinate, supervising officer, or peer)
 - Process data collected into a competency profile of each candidate
2. The Search Procedure shall have the following stages:
- a. Call for applications and receipt of documents by Regional Director
 - b. Initial screening of candidates, review of fitness for evaluation
 - c. Information gathering by Data Gathering Team and initial profiling of candidates
 - d. Preparation of shortlist for interview
 - e. Interview of Shortlisted Candidates
 - f. Deliberations and preparation of final rating
 - g. Submission of recommendations to the Secretary (who shall then make necessary recommendation to the President.)
3. The Committees shall consider the relevant evaluation criteria, which shall include the following:
- Pre-Selection Criteria:
- a. Understanding of DepEd as an organization
 - b. Knowledge requisites of the position
 - c. Work standards
 - d. Creativity and innovation
 - e. Honesty and integrity



Selection Criteria:

- a. Possession of management and technical competencies relevant to the position
 - b. Motivational Fitness
4. Expenses to be incurred by the committees and officials/personnel requested to appear before the Committee are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



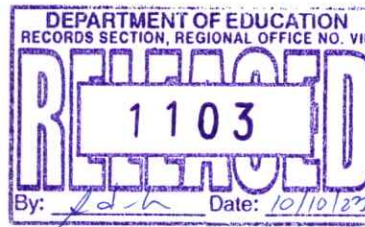
EVELYN R. FETALVERO, CESO IV
Regional Director *MAN*

Enclosure: None

Reference: DM No. 366, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

CREATION
SEARCH
SPECIAL COMMITTEE
THIRD LEVEL OFFICIAL



AD-PS-EDR

