



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

October 16, 2023

REGIONAL MEMORANDUM
No. **1140** s. 2023

**UPDATED 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 reassignment of the concerned Chiefs in the Regional Office, the committee on the Search for an Officer-in-Charge, Office of the Assistant Schools Division Superintendent in DepEd Region VIII, is hereby updated as follows:

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, Education Support Services Division

Dr. Harvie D. Villamor
Chief, Human Resource Development 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

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 

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

