

# Republic of the Philippines

# Department of Education

**REGION VIII - EASTERN VISAYAS** 

September 16, 2024

# REGIONAL MEMORANDUM

No. 1095

s. 2024

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

To: Schools Division Superintendents

All Regional Office Employees

All Others Concerned

1. In view of the Search for an Officer-in-Charge, Office of the 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 IV

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. Manuel P. Albaño CESO V

Schools Division Superintendent, Division of Baybay City Regional PASS President

Dr. Rosemarie M. Guino

Chief, Administrative Division

• Dr. Harvie D. Villamor

Chief, Hunan Resource Development Division

Dr. Alejandra B. Lagumbay

Chief, Education Support Services Division

### 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





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Search Committee - Data Gathering Team

Chair : Dr. Ronelo Al K. Firmo CESO IV

Assistant Regional Director

Vice Chair : Dr. Rita R. Dimakiling

Chief, Policy, Planning and Research Division

Members : Mr. Sonny S. Tayum

Education Program Supervisor, Quality Assurance Division

Dr. Ryan R. Tiu

Education Program Supervisor, Curriculum and Learning

Management Division

Ms. Eva D. Rosales

Administrative Officer V, Personnel Section

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:

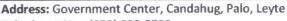
- a. Understanding of DepEd as an organization
- b. Knowledge requisites of the position
- c. Work standards
- d. Creativity and innovation
- e. Honesty and integrity

#### 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.







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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:

COMMITTEE

SEARCH

THIRD LEVEL

AD-PS-EDR





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