



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, Human 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.

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

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *18/16*

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

