



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 3, 2021

DIVISION MEMORANDUM
NO. **129**, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
All Education Program Supervisors
All Public Schools District Supervisors
HRMPSB – Chairman and Members
All Elementary and Secondary School Heads
All Concerned

**ANNOUNCING THE STANDARD COMPOSITION AND FUNCTIONS OF SCHOOL
AND DISTRICT SCREENING COMMITTEES FOR HIRING AND PROMOTION
PROCESS OF TEACHING, NON-TEACHING AND TEACHING-RELATED
POSITIONS**

1. In line with Human Resource Merit Promotion and Selection Board (HRMPSB) No. 004, s. 2021, this Office issues standard composition and functions of school and district screening committees for hiring and promotion process of teaching, non-teaching, and teaching-related positions.
2. Composition of School Screening Committee indicated in DepEd Order Nos. 7 and 22, s. 2015 and DepEd Order No. 3, s. 2016 shall strictly observed for evaluation and hiring of teacher applicants in Elementary, Junior High School and Senior High School.
3. Attached herein is the copy of HRMPSB Board Resolution No. 004, s. 2021.
4. Immediate dissemination and strict compliance to this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RCD/DM No. 129 S. 2021
050421-038/05/03/2021



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“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”



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**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
RESOLUTION NO. 004 S. 2021**

**COMPOSITION AND FUNCTIONS OF SCHOOL AND DISTRICT SCREENING
COMMITTEES FOR HIRING AND PROMOTION PROCESS OF TEACHING,
NON-TEACHING AND TEACHING-RELATED POSITIONS**

WHEREAS, pursuant to Civil Service Commission Memorandum Circular No. 3, s. 2001, a Human Resource Merit Promotion and Selection Board (HRMPSB) formerly called as Personnel Selection Board (PSB) was created in the Department of Education that primarily handles the conduct of recruitment and selection of potential candidates that best fits a particular position;





WHEREAS, DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education" aims to strictly adhere to the principles of merit, competence, fitness and equality. Specifically, it aspires to establish a system that characterized by strict observance of the principle of merit, competence and fitness in the selection of employees for appointment to position in the career and non-career service in all levels;

WHEREAS, this resolution does not intend to modify, change, or amend the guidelines issued by the DepEd Central and Regional Office, instead, it shall serve as guide to all Elementary and Secondary School Heads, Education Program Supervisors, Public Schools District Supervisors and all members of School/District Screening Committees in the hiring and promotion process in the school/district level;

WHEREAS, to ensure the smooth flow of process in hiring and promotion in the school/district level and to ensure that the members of committee is well presented by various groups, the HRMPSB decided to create the standard composition of school/district screening committees;

WHEREAS, for the purpose of evaluation and assessment of all applicants in Teaching, Non-Teaching and Teaching-Related in school/district level, the following composition and functions of school/district screening committees shall be followed, to wit:



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COMPOSITION OF DISTRICT SCREENING COMMITTEES
(For Elementary Schools)

Chairman: Public Schools District Supervisor

Co-chairman: Public Schools District Supervisor *(if there are more than one (1) PSDS in the district)*

Members:

- Four (4) Elementary School Heads/TIC/OIC
- District Level Teachers and Employees Association (TEA) President preferably from Elementary School

Secretariat: District Clerk or Administrative Assistant detailed in the District Office or Elementary Administrative Officer II

Functions of District Screening Committee:

- a. Ensures that the updated lists of vacancies are regularly posted at three (3) conspicuous places;
- b. Receives application documents;
- c. The School Screening Committee/s shall not refuse acceptance of any application.
- d. Submits request for open ranking procedure to the Division Office – Human Resource Unit;
- e. Conducts Behavioral Event Interview and On-the-Job (OTJ) assessment *(if necessary)*;
- f. Prepares OTJ caselets and ranking documents;
- g. Approves school ranking; and
- h. Posting of results of ranking and informs qualified applicants.



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RECOMPOSITION OF SCHOOL SCREENING COMMITTEES
(For Junior High Schools)

a. For Junior High Schools with Head Teacher/s

Chairman: School Head/OIC/TIC

Members:

- Four (4) Head Teachers from different learning areas (*in case that the number of Head Teachers in the school is not enough, School Head shall designate Master Teacher/Teacher III from other learning areas*)
- Junior High School Administrative Officer IV/Administrative Officer II (*if any*)
- School Level Teachers and Employees Association (TEA) President

b. For Junior High Schools with no Head Teacher but with Master Teacher

Chairman: School Head/OIC/TIC

Members:

- Four (4) Master Teachers from different learning areas (*in case that the number of Master Teachers in the school is not enough, School Head shall designate Teacher from other learning areas*)
- Junior High School Administrative Officer IV/Administrative Officer II (*if any*)
- School Level Teachers and Employees Association (TEA) President

c. For Junior High Schools with no Head Teacher and Master Teacher

Chairman: School Head/OIC/TIC

Members:

- Four (4) Teachers from different learning areas
- Junior High School Administrative Officer IV/Administrative Officer II (*if any*)
- School Level Teachers and Employees Association (TEA) President

Functions of School Screening Committee:

- a. Ensures that the updated lists of vacancies are regularly posted at three (3) conspicuous places;
- b. Receives application documents;
- c. The School Screening Committee/s shall not refuse acceptance of any application.



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- d. Submits request for open ranking procedure to the Division Office – Human Resource Unit;
- e. Conducts Behavioral Event Interview and On-the-Job (OTJ) assessment (if necessary);
- f. Prepares OTJ caselets and ranking documents;
- g. Approves school ranking; and
- h. Posting of results of ranking and informs qualified applicants.

WHEREAS, any provision/s in these guidelines which shall later be found not exactly the same as or consistent under DepEd Order No. 29, s. 2002 and other applicable DepEd Rules shall be treated as an enhancement of the aforecited existing.

NOW THEREFORE, RESOLVED, as it is hereby resolved to express the Resolution for the Composition and Functions of School and District Screening Committees for Hiring and Promotion Process of Teaching, Non-Teaching and Teaching-Related Positions.

ADOPTED, this Resolution shall take effect on March 1, 2021.



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CERTIFICATION

I hereby **CERTIFY** to the correctness and authenticity of the foregoing
RESOLUTION


GALILEO L. GO

Chairman, HRMPSB
OIC – Assistant Schools Division Superintendent


RANDY D. PUNZALAN

Member
OIC – ASDS


ELAINE V. BALEN

Member
Administrative Officer IV – HR


ROLANDO P. DILIDILI

Member
President, NAPPSHI


ELPIDIA B. BERGADO

Member
Chief, CID


VERNA C. CABAYA

Member
Administrative Officer V


ROMAN M. SALAZAR





Member
President, CAVSTEA

Noted by:


ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent



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