



050521-065

Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

MAY 5, 2021

NOTICE OF MEETING

NO. 081, 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

**ORIENTATION MEETING OF SCHOOL AND DISTRICT SCREENING
COMMITTEES ON UPDATED HIRING AND PROMOTION
PROCESS AND GUIDELINES**

1. This Office shall conduct a Virtual Orientation of School and District Screening Committees on Updated Hiring and Promotion Process and Guidelines on **May 12, 2021 (Wednesday), 8:00 a.m. onwards**, via **Zoom platform**.
2. The agenda of the said orientation meeting are the following:
 - 2.1 Standard Composition of School and District Screening Committees;
 - 2.2 Hiring Guidelines for Elementary, Junior High School and Senior High School Teacher Applicants;
 - 2.3 Hiring and Promotion Process in School and District Level and Percentage of Evaluation and Cut-Off Score on Hiring and Promotion;
 - 2.4 Hiring and Promotion Guidelines for Teaching, Non-Teaching, and Teaching-Related positions;
 - 2.5 Hiring and Promotion Guidelines for Master Teacher positions;
 - 2.6 Hiring and Promotion Guidelines for School Head positions; and
 - 2.7 Process of On-the-Job (OTJ) Assessment conducted by Curriculum Implementation Division (CID) and tips before taking up OTJ assessment.
3. The following participants are expected to attend to this orientation:
 - a. All Public Schools District Supervisors
 - b. All Elementary, Junior High School and Senior High School Heads
 - c. One (1) member of School Screening Committee
4. The meeting link shall be posted in Facebook groups and messenger group chats of concerned participants.



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



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5. Below is the program matrix for the said orientation meeting.

Time	Activity	Resource Person/ Facilitator
8:00 am – 8:30 am	Preliminaries Philippine National Anthem Invocation Cavite Hymn Quality Policy Opening Remarks Meeting Protocols/ Presentation of Participants/ Presentation of Agenda	AVP Rommel C. Bautista SDS Sarah Lyn P. Marcaida ADAs III
8:30 am – 8:55 am	Agenda 1: Composition of School/District Screening Committees	Elaine V. Balen AO IV
8:55 a.m. – 10:00 am	Agenda 2: Hiring Guidelines for Elementary, Junior High School and Senior High School Teacher Applicants	Maureen C. Sidocon AO II Ronald Kevin C. Del Rosario AO II
10:00 am – 10:10 am	Health Break	
10:10 am – 10:50 am	Agenda 3: Hiring and Promotion Process in School/District Level and Percentage of Evaluation and Cut-Off Score on Hiring and Promotion	Ronald Kevin C. Del Rosario AO II
10:50 am – 12:00 nn	Agenda 4: Hiring and Promotion Guidelines for Teaching, Non-Teaching, and Teaching-Related positions	Verna C. Cabaya AO V
12:00 nn – 01:00 pm	Lunch Break	
01:00 pm – 02:00 pm	Agenda 5: Hiring and Promotion Guidelines for Master Teacher positions	Randy D. Punzalan OIC-ASDS
02:00 pm – 3:00 pm	Agenda 6: Hiring and Promotion Guidelines for School Head positions	Galileo L. Go OIC-ASDS
3:00 pm – 3:10 pm	Health Break	
3:10 pm – 3:30 pm	Agenda 7: Process of On-the- Job (OTJ) Assessment	Elpidia D. Bergado Chief, CID



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	conducted by CID and tips before taking up OTJ assessment	
03:30 pm – 04:00 pm	Open Forum	
04:00 pm – 04:10 pm	Closing Remarks	Galileo L. Go OIC-ASDS

6. Attendance is a must.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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