



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Administrative Staff

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF THE COMPOSITION OF THE SCHOOLS
DIVISION PERSONNEL SELECTION BOARD (PSB)**

DATE: January 26, 2016

Pursuant to DepEd Order No. 66 s. 2007, "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Personnel" and DepEd Order No. 29 s 2002, "Merit Selection Plan for the Department of Education", the Personnel Selection Board in the Schools Division shall be composed of the following:

Chairperson : Asst. Schools Division Superintendent
Members : Head of the School where the vacancy exists
Administrative Officer V
Administrative Officer II (HRMO I)
President of the Division DepEd Employees Union /
Non-Teaching Association / faculty Association as the case
maybe

In view of the transfer to this Division of Dr. Elias A. Alicaya Jr. as OIC, Assts. Schools Division Superintendent, this Office hereby reconstitute the composition of the Schools' Division Personnel Selection Board.

Furthermore, in order to facilitate the screening and evaluation of the documents of the candidates for promotion to ensure that the best candidates will be selected, this Office includes additional members to compose the Schools Division Personnel Selection Board effective School Year 2016 – 2017.

Accordingly, below is the **Composition of the Schools Division Personnel Selection Board**, to wit:

Chairperson : **EDITHA M. ATENDIDO**
Asst. Schools Division Superintendent

Co-Chairperson : **ELIAS A. ALICAYA JR.**
OIC, Asst. Schools Division Superintendent

Members : **Public Schools District Supervisor** (for elementary)
Secondary School Heads (for secondary)
(Where vacancy exists)

ELPIDIA B. BERGADO
Chief, Curriculum and Implementation Division

LORENA ARCA
SEPS, Human Resource and Development

VERNA C. CABAYA
Administrative Officer V

ELAINE V. BALEN
AO IV, Personnel Division

ROMAN M. SALAZAR
President, CAVSTEA

All previous issuances related to this are hereby rescinded.

Immediate dissemination and compliance is directed.