


May 16, 2017

**DIVISION MEMORANDUM**  
**NO. 111 s., 2017**

**DESIGNATION OF DIVISION SELECTION COMMITTEE SECRETARIAT**

TO: OIC, Assistant Schools Division Superintendent  
Personnel Selection Board  
Other Concerned

1. This is with reference to the finalization of Registry of Qualified Applicants for the current school year.
2. Relative to this, please be informed that the following shall serve as Division Selection Committee Secretariat:
  - a. Mary Joy C. Mendoza – Registrar I
  - b. Mary Angelic P. Federoso – Administrative Aide VI
  - c. Jay P. Fulvadora – Administrative Aide III
3. In the exigency of their existing tasks, these personnel are expected to perform the following duties and responsibilities as secretariats:
  - a. Receive consolidated summary of rating of applicants per municipality;
  - b. Release corresponding division memorandum;
  - c. Facilitate the coordination and conduct of English Proficiency Test;
  - d. Assist in the conduct of applicants' interview;
  - e. Finalize and ensure the completeness of the Registry of Qualified Applicants;
  - f. Respond to teacher applicants' query relative to hiring procedure; and
  - g. Safekeep PSB-related documents such as minutes of the meeting, board resolutions and the like.
4. However, no additional remuneration shall be given to them except for overtime service pay that is subject to usual accounting and auditing procedures.
5. Immediate dissemination of this Memorandum is highly desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent