



Republic of the Philippines  
Department of Education  
National Capital Region  
DIVISION OF CITY SCHOOLS  
City of Mandaluyong



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Date : March 24, 2014

Memorandum To : DR. NERISSA L. LOSARIA  
Assistant Schools Division Superintendent

MS. ERDELINDA G. DIAZ, EPS-TLE  
DR. ALYN G. MENDOZA, EPS-MATHEMATICS  
MR. EDEN L. PARAS, EPS-TLE

MR. ROMEO G. BANDAL  
PESPA President

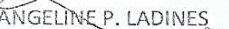
Subject : DESIGNATION ORDER



Pursuant to DepEd Order No. 14, s. 2014 dated March 14, 2014, entitled "Hiring Guidelines for Teacher-I Positions Effective School Year 2014-2015" you are hereby designated to form part of the Division Selection Committee for Elementary Schools (including Kindergarten). As such you are expected to perform the hereunder functions, to wit:

1. Receives from the School Screening Committee (SSC) the list of applicants with the corresponding documents;
2. Verifies the documents submitted by the SSC as to completeness, accuracy, authenticity and veracity;
3. Evaluates applicants based on Education, Teaching Experience, LET/PBET Rating, Experiential Learning Courses, and Specialized Training and Skills;
4. Conducts Interviews;
5. Observes and rates the demonstration teaching of applicants;
6. Administers the English Proficiency Test;
7. Reviews and consolidates, for check-balance purposes, the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation;
8. Prepares separate division-wide RQAs for Kindergarten, Elementary, and Secondary.;
9. Identifies applicants who are volunteer and LGU-hired/funded teachers who have rendered service for at least 1 year, and/or are bona fide residents of the locality. These applicants will be marked as priority;
10. Ensures that LGU-hired/funded and volunteer teacher applicants to go through the application process as provided for in the guidelines; and
11. Submits the complete results of the evaluation of applicants, including the pertinent records of deliberations to the undersigned for approval.

Please be guided accordingly.

  
EVANGELINE P. LADINES  
Schools Division Superintendent