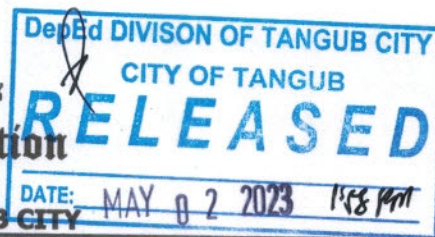




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



May 2, 2023

DIVISION MEMORANDUM

No. 120, s. 2023

REITERATING THE FUNCTIONS OF DIVISION SELECTION COMMITTEE AND SUB-COMMITTEES PER DEPED ORDER NO. 7, S. 2023, RE: GUIDELINES ON RECRUITMENT, SELECTION AND APPOINTMENT IN THE DEPARTMENT OF EDUCATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisor
Personnel Selection Committee
All Others Concerned
This Division

1. Relative to DepEd Order no. 7, s. 2023, re: Guidelines on Recruitment, Selection, and Appointment in the Department of Education, this Office reiterates the functions of Division Selection Committee and Sub-committees.
2. Below are the functions of the sub-committees to conduct classroom observations, document assessment and teacher reflection form evaluation.

The functions of observers or sub-committee designated to conduct classroom observations are as follows:

- Observe demonstration teaching with 2-3 observers.
- Take into consideration their understanding and knowledge of the PPST COIs, the specific tools and protocols on the conduct of classroom observation, and the recruitment and selection process.
- Review the COT-RSP rubric and forms to be accomplished in the process of observation (i.e., Observation Notes Form, Rating Sheet, and/or Inter-Observer Agreement Form) prior to the actual conduct of the classroom observation.
- Use observation Notes Form and accomplish it during actual observation.
- Conduct classroom observations in an actual classroom setting.
- Accomplish the individual rating sheet of applicants after the actual observation.
- Meet with other observers and discuss the teacher applicants rating in each indicator and arrive at a collegial final rating based on objective, reasoned and consensual judgement.



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

Teacher Reflection Form evaluators or sub-committee:

- Take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols of TRF administration and evaluation, and recruitment and selection process.
- teacher applicants Give 45 minutes to one (1) hour to accomplish the complete set of the TRFs.
- Each TRF evaluator shall individually assess the teacher applicant's demonstration and/or understanding of the indicator based on the narrative and responses. They shall focus on the content and not on the quantity of narratives or experiences.
- Use the portion "Comments from the Evaluator" to write down statement/s that support the given rating.
- Meet with other evaluators to discuss the teacher applicant's rating in each indicator, and arrive at a collegial final rating, the final rating is not an average of each evaluators' ratings. It shall be based on objective, reasoned, and consensual judgment.

Division Selection Sub-Committee for document assessment:

- Assist the HRMO in the conduct of initial evaluation and perform functions as may defined by the HRMO such as document review and appreciation as well as verification of authenticity and veracity of application documents, subject to further review and validation of the HRMO.
3. Immediate and wide dissemination of this Memorandum is complied.

Shambaeh A. Abantas-USman

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SAAU/EAB
Incl: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
RECRUITMENT SELECTION APPLICANT POLICY



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988