



March 30, 2015

MEMORANDUM

TO: SCHOOL HEADS
Elementary and Secondary Schools
This Division

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: SUBMISSION OF THE SCHOOL SCREENING COMMITTEE COMPOSITION

1. Pursuant to DepEd Order No. 7, s. 2015 dated March 27, 2015 re Hiring Guidelines for Teacher I Positions Effective School Year 2015 – 2016, school heads are advised to identify and transmit to this Office the composition of their School Screening Committee on or before April 8, 2015.

2. The identified composition of School Screening Committee shall be the basis for issuance of corresponding Designation Order by the Schools Division Superintendent.

3. The School Screening Committee is composed of the following:

ELEMENTARY which includes Kindergarten and SPED

Chairperson: School Head
Members: four (4) Teachers

For primary, incomplete elementary and MG Schools

Chairperson: Cluster School Head
Members: four (4) Teachers from the cluster schools

SECONDARY

Chairperson: School Head
Members: Department Head (Routing Member)
3 Teachers from different learning areas

For small secondary schools which do not have department heads

Chairperson: School Head
Members: four (4) subject leaders from different learning areas

4. For guidance and reference.

CLL/jgv

Reference: DepEd Order No. 7, s. 2015