



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

06 MARCH 2024

DIVISION MEMORANDUM

No. 249 s. 2024

**VIRTUAL ORIENTATION ON RECRUITMENT, SCREENING, EVALUATION AND
SELECTION OF NEW TEACHER APPLICANTS**

TO: Division Human Resource Merit Promotion and Selection Board
Administrative Officers II Screening Secretariat
School/District ICT Coordinators (Elementary, JHS, SHS)
All Others Concerned
This Division

1. Pursuant to Division Memorandum No. 209, s. 2024, entitled "Addendum and Corrigendum to Division Memorandum No. 104, s. 2024 (Recruitment, Screening, Evaluation and Selection of New Teacher Applicants for Teacher I positions in Elementary, Kindergarten, SPED, IPED, Junior High School and Senior High School Levels for School Year 2024-2025)", you are hereby directed to attend the Virtual Orientation on April 22, 2024 at 9:30 in the morning via Microsoft Teams.
2. This aims to provide comprehensive understanding and familiarization on the utilization of MS Excel-based Personnel Selection System for the Recruitment, Screening, Evaluation and Selection of New Teacher Applicants.
3. Meeting Link shall be posted on DepEd MisOr HRM Office Facebook page.
4. Attendance is a must.

For the Schools Division Superintendent


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer in-charge



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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Enclosure 1: Training Matrix

April 22, 2024

Time	Activity/Topic	Person-In-Charge
7:30am	Registration	
9:30am-10:00am	Preliminaries: National Anthem Opening Prayer Rollcall of Participants Welcome Message Statement of Purpose Training Norms and Session Topics Message of the Head of Office	BETTY P. SALIRING ADOF II AVP AVP MELANIE C. ESTENZO HRMO JANICE LOURDES S. RESURRECCION ADOF V MARY ANN M. ALLERA Officer In-charge Office of the Schools Division Superintendent
10:00am-11:30am	Discussion Proper	MICHAEL BENEDICT EMPERADOR ADA I
11:30am-12:00pm	Open Forum Closing	BETTY P. SALIRING ADOF II



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