



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

Office of the Schools Division Superintendent

23 MARCH 2022

DIVISION MEMORANDUM

No. 185 s. 2022

**SCHEDULE AND GUIDELINES FOR THE ON-SITE
 TEACHING AND SKILLS DEMONSTRATION AND INTERVIEW
 FOR SY 2022-2023 IN VIEW OF THE COVID-19 SITUATION**

To: **Division Personnel Selection Board (PSB)**
 CID and SGOD Personnel
 Public Schools District Supervisors/District In-Charge
 Public Elementary and Secondary School Heads
 Members of the Division and District Screening Committee
 All Teacher-Applicants
 All Others Concerned
This Division

1. In consonance with Division Memorandum No. 66, series 2022, entitled "Recruitment, Screening, Evaluation and Selection of New Teachers Applicants for Teacher I Positions in Elementary, Kindergarten, SPED, IPED, Junior High and Senior High School Levels for SY 2022-2023 and DM-PHROD-2021-0091 entitled Interim Strategies and Protocols on Teacher Hiring for School Year 2021-2022 in view of the COVID 19 Situation, attached herein are the schedules and guidelines on the conduct of the on-site teaching demonstration & skills validation and interview to all teacher-applicants for the School Year 2022-2023.

2. The **Limited Face-to-Face** Teaching Demonstration & Skills Validation and Interview will be conducted on the following dates. Please note that the specific dates and venue is attached as a Division Enclosure.

LEVEL OF TEACHING	DATE
Elementary	March 30-31, 2022
Junior High School	April 5 - 6, 2022
Senior High School	April 7, 2022

3. As stipulated in DM-PHROD-2021-0091 entitled *Interim Strategies and Protocols on Teacher Hiring for School Year 2021-2022 in view of the COVID 19 Situation*, Item 4(b) states "**The SDO's under GCQ and MGCQ areas may proceed with the usual face to face process of interview, demonstration teaching and deliberations provided that stringent measures are strictly observed.**"



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4. To ensure a smooth, proper and successful conduct on the administration of the Teaching Demonstration & Skills Validation and Interview, the District and its host schools shall prepare and observe the following:

- i. Print 3 copies of the Masterlist of Applicants generated from the Google Sheet template created by Gerry P. Madrid, EPS II M&E. Provide a copy to the (1) Registration Committee, (1) Demonstration Teaching Committee, and (1) Interview Committee. Only applicants listed in the masterlist will be accommodated. Strictly NO WALK-IN.
- ii. All applicants shall present a **Vaccination Card** upon entering the school together with his/her **Valid Identification Card (ID)**. In the absence of the vaccination card, applicant must secure a **Health Certificate/Clearance** from their respective local health authorities (LGU-Municipal Health Office).
- iii. Prepare the folders of the applicants. Folders must be forwarded to the Interview Committee on or before the day of the Interview.
- iv. Observe health and safety protocols. Prepare disinfection supplies such as thermal scanner, sanitizer/ alcohol, foot bath etc. for the sanitation area and interview/ demo area.
- v. The District or School Nurse shall serve as one of the frontliners in the Sanitation Area in the venue.
- vi. Prepare attendance sheet to be signed by the applicants and the screening committee as well as priority numbers for the applicants.
- vii. Prepare six areas which will serve as the applicants' pitstops: Sanitation Area, Registration Area, Holding Area, Demonstration Area, Interview Area and Encoding Area. Label them accordingly. Sanitize these areas prior to the schedule of the Demonstration and Interview.
- viii. All Applicants, Members of the Division and District Screening Committee and School Personnel involved in the conduct of the on-site teaching demonstration, skills validation and interview must submit themselves to precautionary health protocols. In all undertakings, wearing of face mask is a must inside the school premises.

5. The virtual and online updating of documents for **Old Applicants** is scheduled on March 29 to April 6, 2022. The specific schedule per District and the corresponding meeting link can be found in the the attached Enclosure.

6. Attached to this Division Memorandum are the following:

- Enclosure No.1: Schedule and Venue of Teaching and Skills Demonstration and Interview by District and Level (Elementary, Junior and Senior HS)
- Enclosure No.2: Composition of the Division Selection Committee (Members of the Interview and Demonstration Panel)



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- Enclosure No.3: Schedule and Online Updating of Documents of Old Teacher-Applicants
 - Enclosure No.4: On-Site Teaching Demonstration & Skills Validation and Interview Flow Chart for the Screening Committee and Teacher Applicants.
6. Material expenses incurred by the host school during the conduct of the Teaching & Skills Demonstration and Interview shall be charged to SEF funds or other local funds while, travel and other related expenses of the members of the Division and District Screening Committee shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
7. For questions and concerns related to the activity, you may coordinate with Irish Karylle D. Monte, SEPS HRD (irishkarylle.monte@deped.gov.ph) and/or Gerry P. Madrid, EPS II M&E (gerry.madrid@deped.gov.ph).
8. Immediate and wide dissemination of this Memorandum is hereby enjoined.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

References: DM 066, s.2022

To be indicated in the Perpetual Index under the following subjects:

RECRUITMEN AND SELECTION
HIRING GUIDELINES
TEACHER-APPLICANTS

JSD/SGOD/mtma/ikm/gpm



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Enclosure No. 1A to Division Memorandum No. 185, s.2022

Schedule and Venue of Teaching and Skills Demonstration and Interview
ELEMENTARY LEVEL
March 30–31, 2022

No.	DISTRICT	Total No. of Applicants		DATE		VENUE (Host School)
				March 30	March 31	
1	Magsaysay-I	7	18	✓		Kibungsod CS
2	Magsaysay-II	11				
3	Medina North	6	22	✓		Gov. Pelaez ES
4	Medina South	16				
5	Talisayan	8	10	✓		Talisayan CS
6	Balingoan	2				
7	Kinoguitan	4	10	✓		Sugbongcogon CS
8	Sugbongcogon	6				
9	Salay	0				
10	Lagonglong	2	19	✓		Balingasag CS
11	Balingasag North	6				
12	Balingasag Central	9				
13	Balingasag South	2				
14	Claveria Northeast	5	14	✓		Claveria CS
15	Claveria Central	2				
16	Claveria West	7				
17	Jasaan North	7	18	✓		VN Chaves MCS
18	Jasaan South	2				
19	Villanueva North	6				
20	Villanueva South	3				
21	Tagoloan	28	28	✓	✓	Tagoloan CS
22	Opol East	17	17		✓	Igpit CS
23	Opol West	9	9		✓	Opol CS
24	Alubijid East	14	21		✓	Alubijid CS
25	Alubijid West	7				
26	Laguindingan	2	12		✓	Gitagum CS
27	Gitagum	5				
28	Libertad	5				
29	Initao North	4	19		✓	Initao CS
30	Initao South	15				
31	Naawan	16	16		✓	Naawan CS
32	Manticao	8	10		✓	Manticao CS
33	Lugait	2				

For MOGCHS

34	MOGCHS	61	March 30 – April 1, 2022	MOGCHS
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Enclosure No. 1B to Division Memorandum No. 185, s.2022

Schedule and Venue of Teaching and Skills Demonstration and Interview
JUNIOR HIGH SCHOOL LEVEL
 April 5–6, 2022

No.	DISTRICT	Total No. of Applicants		DATE		VENUE (Host School)
				April 5	April 6	
1	Magsaysay-I	5	10	✓		Consuelo NHS
2	Magsaysay-II	5				
3	Medina North	4	14	✓		Talisayan NHS
4	Medina South	1				
5	Talisayan	8				
6	Balingoan	0	14	✓		Sugbongcogon NHS
7	Kinoguitan	3				
8	Sugbongcogon	5				
9	Salay	2	25	✓		Mis. Or. NHS
10	Lagonglong	4				
11	Balingasag North	10				
12	Balingasag Central	1	14	✓		DG Sabal MNHS
13	Balingasag South	14				
14	Claveria Northeast	8				
15	Claveria Central	1	16	✓		Villanueva NHS
16	Claveria West	5				
17	Jasaan North	2				
18	Jasaan South	7	29		✓	Tagoloan NHS
19	Villanueva North	5				
20	Villanueva South	2				
21	Tagoloan	29	19		✓	Alubijid NHS
22	Opol East	10				
23	Opol West	2				
24	Alubijid East	6	18		✓	Libertad NHS
25	Alubijid West	1				
26	Laguindingan	4				
27	Gitagum	3	14		✓	Naawan NHS
28	Libertad	6				
29	Initao North	5				
30	Initao South	0	19		✓	Lugait NHS
31	Naawan	14				
32	Manticao	8				
33	Lugait	11				



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Enclosure No. 1C to Division Memorandum No. 185, s.2022

Schedule and Venue of Teaching and Skills Demonstration and Interview
SENIOR HIGH SCHOOL LEVEL
 April 7, 2022

No.	DISTRICT	Total No. of Applicants (ACADEMIC/SPORTS)		VENUE (Host School)	Total No. of Applicants (TVL)		VENUE (Host School)		
		Per District	Total						
1	Magsaysay-I	1	14	Salay NHS	0	13	Baliwagan NHS		
2	Magsaysay-II	0			0				
3	Medina North	2			0				
4	Medina South	0			0				
5	Talisayan	4			0				
6	Balingoan	1			0				
7	Kinoguitan	1			1				
8	Sugbongcogon	0			1				
9	Salay	2			2				
10	Lagonglong	3			0				
11	Balingasag North	4	21	Jasaan NHS	0			14	Opol NSTS
12	Balingasag Central	1			0				
13	Balingasag South	5			4				
14	Claveria Northeast	1			1				
15	Claveria Central	1			0				
16	Claveria West	1			0				
17	Jasaan North	0			0				
18	Jasaan South	3			1				
19	Villanueva North	0			1				
20	Villanueva South	1			1				
21	Tagoloan	4	1						
22	Opol East	2	3	9	Laguindingan NHS	14	Opol NSTS		
23	Opol West	0	0						
24	Alubijid East	3	0						
25	Alubijid West	0	0						
26	Laguindingan	2	1						
27	Gitagum	1	0						
28	Libertad	1	0						
29	Initao North	0	0						
30	Initao South	0	0						
31	Naawan	8	1						
32	Manticao	6	20	Naawan NHS	0			23	MOGCHS
33	Lugait	6			2				
34	MOGCHS	23			7				



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Enclosure No.2A to Division Memorandum No. 185, s.2022

**PANEL MEMBERS FOR INTERVIEW
ELEMENTARY LEVEL**

GROUP	PERSONS INVOLVED	POSITION	FUNCTION	DATE
A	Ma. Teresa M. Absin	Chief ES, SGOD	Team Leader	March 30-31, 2022
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Reynaldo V. Magan	PESPA President		
	Ma. Asuncion Rafols	MOPSTEA President		
	Niño Jomar S. Cablay	AO IV	Secretariat	
B	Celieto B. Magsayo	ES I, CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Rafunzel D. Epanis	ES I, CID		
	Andrian F. Tecson	EPS II – ALS		
	Kim Eric G. Lubguban	PDO II-LRMS	Secretariat	
C	Merly B. Mabelin	ES I, CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Gladys S. Banac	ES I, CID		
	Lindo M. Cayadong	SEPS-Research		
	Fely R. Quezon	AO II	Secretariat	
D	Sally S. Aguilar	ES I, CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Gines C. Cacayan	ES I, CID		
	Keith Eilene Jane P. Paculba	AO II	Secretariat	
E	Mary Grace V. Gallana	ES I, CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Eman A. Lachica	EPS II-HRD		
	Reina Christi L. Consolacion	AO II	Secretariat	
F	Norberto E. Rosales	ES I, CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Joanna Ruby L. Presente	ES I, CID		
	Lilian B. Salan	ES I, CID		
	Arlene C. Valmores	AO III	Secretariat	
G	Erlinda G. Dael	Chief ES - CID	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Danny A. Asio	SEPS-SMME		
	Cheryl D. Ubalde	EPS II – ALS		
	Pete John Nesty B. Pongcol	AO II	Secretariat	
H	Irish Karylle D. Monte	SEPS-HRD	Team Leader	
	<i>District Supervisor/In-Charge</i>	PSDS/DIC	Member	
	Mark Lorren T. Tejano	AO V–Budget Officer		
	Jennifer L. Ariasa	AO II	Secretariat	
for MOGCHS – Junior HS Level				March 30 – April 1, 2022
I	Rhodora L. Gallares	ES I, SGOD	Team Leader	
	Abdon R. Bacayana	DAPSHII President	Members	
	Catherine Ann S. Balanay	EPS II-SMN		
	<i>Head Teacher (Routing Member)</i>	Head Teacher		
	Christine H. Cabiassa	PDO II-YFO	Secretariat	



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Enclosure No.2A to Division Memorandum No. 185, s.2022

**PANEL MEMBERS FOR INTERVIEW
 JUNIOR/SENIOR HS LEVELS**

GROUP	PERSONS INVOLVED	POSITION	FUNCTION	DATE
A	Ma. Teresa M. Absin	Chief ES, SGOD	Team Leader	April 5-7, 2022
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Irish Karylle D. Monte	SEPS-HRD		
	Ma. Asuncion Rafols	MOPSTEA President	Secretariat	
	Jennifer L. Ariasa	AO II		
B	Celieto B. Magsayo	ES I, CID	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Rafunzel D. Epaniz	ES I, CID		
	Andrian F. Tecson	EPS II – ALS	Secretariat	
	Kim Eric G. Lubguban	PDO II – LRMS		
C	Merly B. Mabelin	ES I, CID	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Gladys S. Banac	ES I, CID		
	Lindo M. Cayadong	SEPS – Research	Secretariat	
	Niño Jomar S. Cablay	AO II		
D	Sally S. Aguilar	ES I, CID	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Gines C. Cacayan	ES I, CID		
	Joana Ruby L. Presente	ES I, CID	Secretariat	
	Fely R. Quezon	AO II		
E	Mary Grace V. Gallana	ES I, CID	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Lilian B. Salan	ES I, CID		
	Eman A. Lachica	EPS II-HRD	Secretariat	
	Keith Eilene Jane P. Paculba	AO II		
F	Rhodora L. Gallares	ES I, CID	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Norberto E. Rosales	ES I, CID		
	Catherine Anne S. Balanay	SEPS-SMN	Secretariat	
	Arlene C. Valmores	PDO II-YFO		
G	Erlinda G. Dael	ES I, SGOD	Team Leader	
	<i>*Secondary Level Screening Chairman of the Host School</i>	<i>Secondary School Head</i>	Member	
	Danny A. Asio	SEPS-SMME		
	Cheryl D. Ubalde	EPS II – ALS	Secretariat	
	Pete John Nesty B. Pongcol	AO II		



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Enclosure No.2B to Division Memorandum No. _____, s.2022

PANEL MEMBERS FOR TEACHING AND SKILLS DEMONSTRATION

LEVEL OF TEACHING	DATE	PERSONS INVOLVED
ELEMENTARY	MARCH 30–31	All Members for the ELEMENTARY LEVEL of the DISTRICT SCREENING COMMITTEE of the Host District
JUNIOR HS	APRIL 5–6	All CHAIRMAN for the SECONDARY LEVEL of the DISTRICT SCREENING COMMITTEE and the Host District

SENIOR HIGH SCHOOL LEVEL | APRIL 7, 2022

TRACK	GROUP	PERSONS INVOLVED	FUNCTION	VENUE
ACADEMIC/ CORE SUBJECT	A	Beverly Hazel T. Saligumba, <i>P2-Salay NHS</i>	Team Leader	Salay NHS
		Maria Teresa T. Tolentino, <i>P2-Medina NCHS</i>	Members	
		Ritzy D. Mutia, <i>P2-Talisayan NHS</i>		
	B	Florencia D. Baang, <i>P2-Jasaan NHS</i>	Team Leader	Jasaan NHS
		Merlinda T. Ilago, <i>P2-Lumbo NHS</i>	Members	
		Ronnie B. Uba, <i>P1-Villanueva Senior HS</i>		
	C	Alma Y. Pacamalan, <i>P2-Laguindingan NHS</i>	Team Leader	Laguindingan NHS
		Melende B. Catid, <i>P2-Alubijid NCHS</i>	Members	
		Luzviminda Z. Labis, <i>P2-Libertad NHS</i>		
	D	Annaliza N. Chu, <i>Asst.P2-Maputi Senior HS</i>	Team Leader	Naawan NHS
		Jodilyn S. Bama, <i>P2-Lugait NHS</i>	Members	
		Ruelyn M. Aying, <i>P1-Manticao NHS</i>		
	E	Abdon R. Bacayana, <i>P4-MOGCHS</i>	Team Leader	MOGCHS
		<i>MOGCHS Head Teacher (Routing Member)</i>	Members	
		<i>MOGCHS Head Teacher (Routing Member)</i>		
TECHNICAL VOCATIONAL LIVELIHOOD (TVL)	A	Marilyn A. Aban, <i>P3-Baliwagan NHS</i>	Team Leader	Baliwagan NHS
		Frank J. Evangelista Jr., <i>P1-Tagoloan Senior HS</i>	Members	
		Beverly M. Tagarda, <i>HT3-Balingasag Senior HS</i>		
	B	Anthony Y. Pacamalan, <i>P2-Opol NSTS</i>	Team Leader	Opol NSTS
		Nanette M. Tedlos, <i>P2-Initao NCHS</i>	Members	
		Virgilio I. Diaz, <i>P1-Aplaya NHS</i>		

Updating, Recording and Documentation – Elementary/Junior HS/Senior HS Levels

Gerry P. Madrid	EPS II-SMME	Team Leader
Melanie C. Estenzo	AO IV – HRMO	Members
Shaynne Yannah B. Magdugo	AO III	
Christine Grace E. Tahud	AO II	
Edwin L. Gamorot	Planning Officer III	
Mark Lorren T. Tejano	Budget Officer III	
Karl Joseph A. Noriga	ADA I	
Paul Dominic F. Saa	Multimedia Specialist	
Kristoffer Galarpe	ADAS III	
<i>All District and School ICT Coordinators as stipulated in Division Memorandum No.66, s.2022</i>		



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Enclosure No. 3 to Division Memorandum No. 125, s.2022

Schedule of Online Updating of Documents of
OLD TEACHER-APPLICANTS
 SY 2022-2023

ELEMENTARY LEVEL | MARCH 29 – 31, 2022

No.	DISTRICT	DATE	No.	DISTRICT	DATE	No.	DISTRICT	DATE
1	Magsaysay-I	March 30	11	Balingasag North	March 31	22	Opol East	April 1
2	Magsaysay-II		12	Balingasag Central		23	Opol West	
3	Medina North		13	Balingasag South		24	Alubijid East	
4	Medina South		14	Claveria Northeast		25	Alubijid West	
5	Talisayan		15	Claveria Central		26	Laguindingan	
6	Balingoan		16	Claveria West		27	Gitagum	
7	Kinoguitan		17	Jasaan North		28	Libertad	
8	Sugbongcogon		18	Jasaan South		29	Initao North	
9	Salay		19	Villanueva North		30	Initao South	
10	Lagonglong		20	Villanueva South		31	Naawan	
		21	Tagoloan	32	Manticao			
				33	Lugait			

JUNIOR HIGH SCHOOL LEVEL | APRIL 5–6, 2022

DISTRICT	DATE
Magsaysay to Jasaan including Claveria	April 5
Villanueva to Lugait including MOGCHS	April 6

SENIOR HIGH SCHOOL LEVEL | APRIL 7, 2022

DISTRICT	DATE
Magsaysay to Lugait	April 7

MEETING PLATFORM	ZOOM
Meeting ID	874 825 1760
Passcode	bemore



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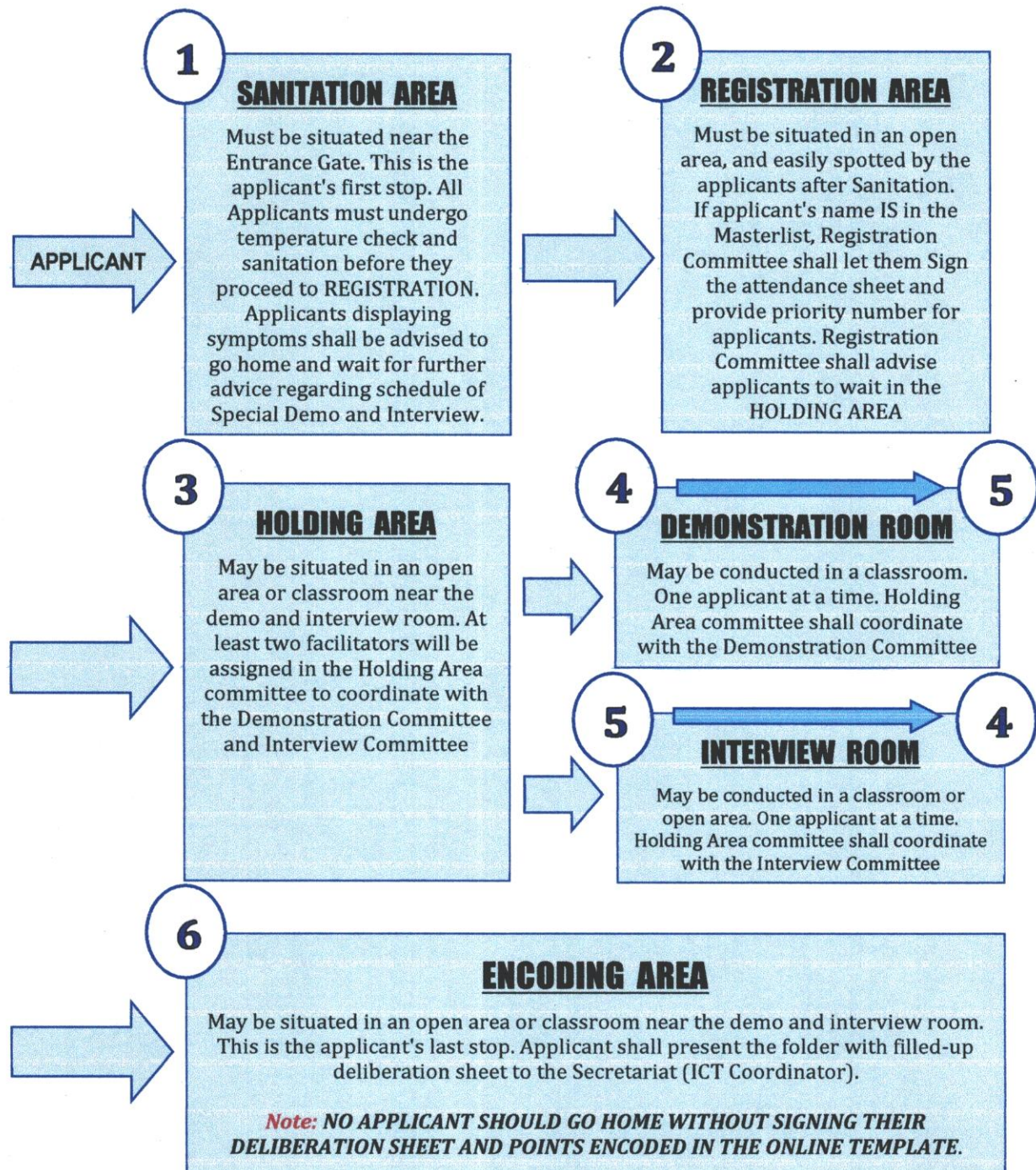
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Enclosure No. 4 to Division Memorandum No. 185, s. 2022

ON-SITE TEACHING & SKILLS DEMONSTRATION AND INTERVIEW FLOW CHART FOR THE SCREENING COMMITTEE AND TEACHER-APPLICANTS



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