



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Velez St., Cagayan de Oro City



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January 22, 2016

**DIVISION MEMORANDUM**

No. 22 S, 2016

To : **School Heads Offering Senior High School**  
This Division

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

Re : **Submission of the Composition/Names for School Screening Committee for Hiring Senior High School Teachers**

1. In preparation for the recruitment, evaluation and selection of the new teacher-applicants for Senior High School Positions for S.Y. 2016-2017, this Office directs all School Heads offering Senior High School Program to **submit** the names of the School Screening Committee Members.
2. The School Screening Committee Members shall be identified by the School Head as stipulated in the DepEd Order No. 3, s., 2016 using the detailed designation below:

**Composition for School Screening Committee:**

Chairman: School Head

Members: Head Teacher for Core and/or Track subjects as needed based on the school's vacancies  
Three (3) teachers from the different learning areas as needed based on the school's vacancies  
President or Authorized representative of the School Governing Council (SGC) or the Parents-Teachers Association (PTA)

3. The complete list shall be submitted to the Office of the School Governance & Operations Division (SGOD) Chief, Mr. Rudy O. Magdugo or can be texted to his number, 0906-5375677 / 0950-1844130. Deadline of submission is on January 26, 2016.
4. Immediate dissemination of this Memorandum to all concerned is hereby enjoined.

CLL/mdb