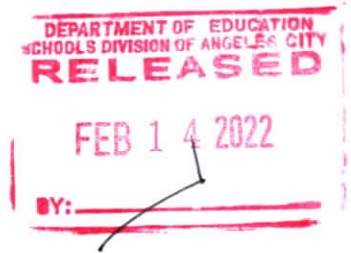




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



DIVISION MEMORANDUM

No. DJTA s. 2022

February 14, 2022

**COMPOSITION OF PERSONNEL SELECTION BOARD
FOR FIRST AND SECOND LEVEL POSITIONS**

**To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID and SGOD
UNIT HEADS
HEADS OF PUBLIC ELEMENTARY, INTEGRATED, JUNIOR AND SENIOR HIGH SCHOOL
ALL CONCERNED**

1. Pursuant to the provisions of Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2001, as amended under CSC-MC No. 4, s. of 2005, CSC-approved DepEd Merit Selection Plan (MSP), and DepEd Order No. 66 s. 2007 Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions on the establishment and composition of the Human Resource Management Personnel Selection Board (HRM-PSB), the SDO Angeles City announces the members of the Personnel Selection Board (PSB) for Teaching, Related Teaching and Non-Teaching level positions as follows:

Chairperson:	Fernandina P. Otchengco, PhD, CESE Asst. Schools Division Superintendent
Members:	Maria Cristina S. Sarmiento Administrative Officer IV Head of the School/Division where the vacancy exists Christle Delma C. David Administrative Officer II President of the ACPSTA or Division Employee's Union/Non-Teaching Association/Faculty Association

2. Functions of the committee shall be as follows:
 - a. Ensures that the updated list of vacancies is regularly posted at conspicuous places, on the website or official social media account, relevant industries and private institutions including the step by step process of application;
 - b. Receives application documents;
 - c. Verifies and certifies as to completeness, veracity, accuracy and authenticity of documents. Verification includes but not limited to, interviewing, or getting additional information from applicants' referees and/or issuing body where they obtained certifications;
 - d. Informs applicants about schedules, timelines, and deadlines;



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- e. Evaluates applicants based on criteria set forth on applicable guidelines.
 - f. Reviews and consolidates the results of the individual ratings of applicants based on the score obtained in each criterion;
 - g. Issues communication to each applicants the result of the evaluation;
 - h. Submits the complete results of the evaluation including records of deliberation to the appointing authority.
3. Wide dissemination of this memorandum is earnestly desired.


MA. IRELYN P. TAMAYO, PhD CESO V
Schools Division Superintendent 



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