



2024-08-29-06601



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

August 19, 2024

DIVISION MEMORANDUM
OSDS-2024- 697

**SUB-COMMITTEES TO ASSIST HRMO IN THE
CONDUCT OF INITIAL EVALUATION OF APPLICANTS**

TO : Assistant Schools Division Superintendent
CID and SGOD Chiefs
HRMPSB Members
Concerned Personnel

1. In pursuance to DepEd Order No. 007, s. 2024, No. 33, and as previously advised by the undersigned, this Office formally recommends the composition of sub-committee/s to assist the HRMO in the conduct of initial evaluation and perform functions in appraisal of various application documents.
2. As such, you are tasked to conduct timely evaluation of documents for the qualification of applicants in terms of **Education, Training, Experience and Eligibility** vis-a-vis to the qualification standard to the position applied as well as verification of authenticity and veracity of application documents. The sub-committees shall coordinate with the HRMO for guidance.
3. Stipulated in DepEd Order No. 007, s. 2024, no. 34 that queries and/or clarifications of the applicants pertaining to the process and result of the initial evaluation shall be lodged to the Division HRMO.
4. Attached is the composition of sub-committees in every level of positions required to participate.
5. For your information and strict compliance.

CRISTY C. EPE, CESO V
Schools Division Superintendent

Encl: As stated
FN: HRMPSB composition of sub-committees



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@depd.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 2



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

**Office of the Schools Division
Superintendent**

Level of Positions	Sub-Committee Members
School Administration Positions and Higher Teaching Positions (Elementary, Junior High School & Senior High School)	Sub-Committee Chair: Hilda A. Opeña Members: Cherry Ann E. Eling Joseph J. Corpuz Ana O. Cerbo Christine P. Barzo Jezzryle R. Mayang
Master Teacher Positions (Elementary, Junior High School) and Related Teaching Positions	Sub-Committee Chair: Mary Ann R. Laguitao Members: Annalyn M. Loreto Leah L. Baruiz Cherry D. Tibay
Non-Teaching Positions	Arniel G. Castillo Medard T. Apit Ester Sandy A. Alliones Valerie A. Vergara



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 2