



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

August 22, 2024

DIVISION MEMORANDUM
 OSDS- 2024- **695**

**CONDUCT OF PRE-EVALUATION , SCREENING , EVALUATION , AND
 ASSESSMENT OF DOCUMENTS OF APPLICANTS TO VARIOUS HIGHER
 TEACHING, TEACHING -RELATED AND NON-TEACHING VACANT POSITIONS**

To: HRMPSB Members
 Division Committee Members for Evaluation of Applicants for Master
 Teacher Positions
 Division HRMPSB Sub-Committee Members for Administrative Officer 2
 Positions
 Division Sub-Committee to Assist HRMO in the Initial Evaluation of
 Applicants
 Division HRMPSB Secretariat
 Division Personnel Concerned

1. You are hereby directed to conduct pre-evaluation , screening , evaluation , and assessment of documents of applicants to various higher teaching, teaching -related and non-teaching vacant positions in the division.
2. As such, you are tasked to conduct these activities in accordance to your designated functions consistent to DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education on the Criteria and Point System for Hiring and Promotion. Each committee shall coordinate with the HRMO , or members of HRMPSB as the case may be , for guidance and supervision.
3. The conduct of the said activities shall be on August 23- 26, 2024 to expedite the process and come up with the initial evaluation results on August 27,2024. Concerned personnel who will be joining the activity shall be given Compensatory Overtime Credit (COC) upon compliance of necessary documents , subject to existing DepEd policies and procedures .
4. For your information and strict compliance.

CRISTY C. EPE, CESO V
 Schools Division Superintendent

By the Authority of the
 Schools Division Superintendent

Emma A. Camporedondo
EMMA A. CAMPOREDONDO, CESO VI
 Assistant Schools Division Superintendent



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Doc. Ref. Code	PAWIM-F-030	Rev	00
Effectivity	09.12.22	Page	1 of 2