



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

May 2, 2022

DIVISION MEMORANDUM

No. 137, s. 2022.

COMPOSITION AND FUNCTIONS OF THE SCHOOL SCREENING COMMITTEE

To: Assistant Schools Division Superintendent
Public Schools District Supervisor
School Heads
Human Resource Merit, Promotion and Selection Board
Schools Screening Committee
All Others Concerned

1. In consonance with DepEd Order no. 7, series 2015 and DepEd Order no. 6, series 2016, this Office hereby announces the composition and functions of the School Screening Committee for the selection and hiring of Teacher 1 applicants for **SY 2022-2023** as follow;

COMPOSITION AND FUNCTIONS OF THE SCHOOL SCREENING COMMITTEE	
LEVEL	COMPOSITION
A-1 Kindergarten Elementary (complete elementary)	School Head - Chairperson Members: 4 teachers from cluster school
A-2 incomplete primary school	School Head - Chairperson Members: 4 teachers from cluster school
B-1 JHS & SHS (Big Secondary Schools)	School Head - Chairperson Members: All the Department Heads (as needed) 3 teachers per learning area (as needed based on school's vacancy)
B-2 For Small JHS and SHS	School Head - Chairperson Members: 4 subject chairman from different learning areas.

2. The following are the functions of the School Screening Committee;



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- 2.1 Ensures that the Updated list of vacancies is regularly posted at conspicuous places, official websites of schools, and teachers education training institution at all times. The step-by-step procedures in applying for teacher 1 positions, including a copy of DepEd order no. 15, s. 2015 is followed.
 - 2.2 Receives application and documents;
 - 2.3 Verifies and certifies the completeness, veracity and accuracy and authenticity of documents;
 - 2.4 Issues a certification to each applicant that said application is specifying the documents submitted.
 - 2.5 Provides copies of the received applications and documents before submitting to the Division Selection Committee. The copies are then complied and/or bound, with table of contents and proper pagination, and are kept in the Office of the School Head for record purposes.
3. All district Supervisor/DICs are instructed to organize their School Screening Committee and are required to submit list of names of School Screening Committee. Said documents shall be submitted on or before May 13, 2022, which will be the basis for the issuance of the special orders as members of the Committee.
 4. Immediate dissemination of and compliance with this Memorandum are hereby enjoined.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent

RELEASED
for 5/5/22