



September 29, 2016



**DIVISION MEMORANDUM**

No. 64 s. 2016

To : Assistant Schools Division Superintendent  
Division Chief  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

**2016 SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL**

1. This is to announce the 2016 Search for Outstanding Teaching and Non-Teaching Personnel.
2. The Division Screening and Selection Committee, the composition of which is identified in Enclosure No. 1, shall screen and evaluate nominations for the awards using the mechanism and criteria in the attached Regional Memorandum No. 141, s. 2016.
3. Submission of requirements to the Records Section ( Attention : Mr. Manuel P. Dela Cruz, SEPS-HRD) shall be on or before October 17, 2016. The Timetable is indicated in Enclosure No. 2.
4. Winners in the Division Level shall be awarded Certificates of Recognition. They shall represent the Division in the Regional search.
5. Immediate dissemination of this Memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

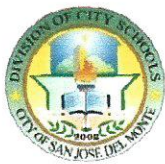
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*“Commitment-Driven Performance by our Leaders”*

*“Character-Based Instruction for our Learners”*





Enclosure No. 1 to Division Memorandum No. 164 s. 2016

**Final Screening and Selection Committee**

Chair:	Germelina H. Pascual, CESO V	Schools Division Superintendent
Vice-Chair:	Maria Carmen P. Cuenco, Ed.D.	Assistant Schools Division Superintendent
Members:	1. Ma. Shirley A. Macawile	PSTEA President – for the Teacher Category
	2. Leneth S. Torres	Division –NEU for the Non-Teaching Personnel Category
	3. Ma. Jima T. Cadiz	Chief Administrative Officer

**Preliminary Screening and Selection Committee**

**A. Teaching Personnel Category**

Chair:	Rolando T. Sotelo, DEM	Chief, Curriculum Implementation Division
Vice-Chair:	Maria Carmen P. Cuenco, Ed.D	OIC - Chief, School Governance & Operations Division
Members:	1. Cynthia V. Berdos	Education Program Supervisor
	2. Esperanza Diaz-Cruz	Education Program Supervisor
	3. Dolores M. Lavilla	Public Schools District Supervisor
	4. Robesa R. Hilario	Senior Education Program Specialist - QAME

**B. Non-Teaching Personnel Category**

Chair:	Ma. Jima T. Cadiz	Chief Administrative Officer
Vice-Chair:	Ma. Corazon P. Loja	Education Program Supervisor
Members:	1. Ma. Teresa M. Roxas	Human Resource Mgt. Officer
	2. Orlando D. Gonzales	Officer of Non-Teaching Personnel Association
	3. Teresita S. Padilla	Public Schools District Supervisor
	4. Renato L. Ignacio	Senior Education Program Specialist - Planning





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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Enclosure No. 2 to Division Memorandum No. 164, s. 2016

**TIMETABLE**

**2016 SEARCH FOR OUTSTANDING TEACHING AND NON-TEACHING PERSONNEL**

ACTIVITY	DATE	VENUE	Person/s Responsible
Submission of documents	October 17, 2016	Record Section Schools Division Office	Records Officer
Paper Screening	October 24, 2016	Division Library Hub	Preliminary Screening and Selection Committee
Finalization of Results	November 5, 2016	Division Library Hub	Final Screening and Selection Committee
Submission of list and supporting documents of Division Nominees to the Regional Secretariat	November 11, 2016	HRDD, DepEd RO III	Secretariat (HRDD)

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