



May 11, 2015

MEMORANDUM

TO: Asst. Schools Division Superintendent
Division Chiefs
Education Program Supervisors- 1
Public Schools District Supervisors
Elementary and Secondary School Heads
Senior Education Program Specialists
All Others Concerned

FROM: *[Signature]* **NYMPHA D. GUEMO**
Asst. Schools Division Superintendent
Officer In- Charge

SUBJECT: CLARIFICATIONS / REITERATION ON THE COMPOSITION OF PERSONNEL SELECTION BOARD

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date MAY 12 2015
Time 8:00 am
By [Signature]

To further achieve the principles of objectivity and strengthen the selection process for the promotion of school heads, teaching, non-teaching and teaching – related positions, the composition of the Personnel Selection Board (PSB) is hereby clarified / reiterated as follows :

For the promotion of School Heads and Master Teachers, the Schools Division PSB shall be composed of the following, pursuant to DepEd Order No. 29 s. 2002 :

Chairman : Asst. Schools Division Superintendent

Members :

- Chief – SGOD (for school heads); Chief CID (for MTs)
- Division HRMO
- PSDS or the Education Program Supervisor-1 in- charge of the district/area where the vacancy exists
- President of the School Heads Association or the President of the Teachers' Association as the case may be.

The criteria stipulated in DepEd Order No. 42 s. 2007 and MEC Order No. 10 s. 1979 are to be used for the selection, promotion, designation of school heads and master teachers respectively.

For the teaching, teaching- related and non-teaching, the composition of the PSB shall be the following, as stipulated in DepEd Order No. 66 s. 2007 :

In the Schools Division :

Chairman : Asst. School s Division Superintendent

Members :

- Head of the school where the vacancy exists
- Administrative Officer – V
- Division HRMO
- President of the Division DepEd Employees Union/ Non-Teaching Ass./ Faculty Association as the case may be.

In the School :

Central elementary schools and non- central elementary schools :

Chairperson : Principal / school head

Members : Four (4) members from among the grade level chairpersons

Elementary schools with no school head :

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

Secondary schools with existing department heads :

Teaching Positions

Chairperson : Principal/ School Head

Members : Dept. Head where the vacancy exists
Dept. Head
Administrative Officer
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.

Non- Teaching Positions

Chairperson : Principal/ School Head

Members :

Two (2) Department Heads
Administrative Officer
President of Employees' Union/ President of
Non- Teaching Association

For information and guidance of all concerned.