



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL



**Office of the Regional Director**

April 28, 2023

REGIONAL MEMORANDUM

No. 77, s. 2023

**RECONSTITUTION OF THE REGIONAL SEARCH COMMITTEE (RSC)**

To : Schools Division Superintendents/OIC-SDSs  
 Division/Section/Unit Chiefs of this Office  
 All Others Concerned

1. In relation to DepEd Memorandum No. 366, s. 2010 dated August 19, 2010 entitled *Constituting Regional Search Committees for Regional Officials*, the Regional Search Committee (RSC) is hereby reconstituted as follows to evaluate the candidates/applicants for Schools Division Superintendent and Assistant Schools Division Superintendent in this region.

**SEARCH COMMITTEE - MAIN TEAM**

Chair : **GILBERT T. SADSAD**  
 Regional Director

Co-Chair : **BEBIANO I. SENTILLAS**  
 Assistant Regional Director

*Functions:*

- To establish the Search Committees
- To perform oversight functions and ensure compliance and quality of output by the Committees
- To spearhead the final interview of candidates and deliberate on the proficiency rating, resulting in a shortlist of candidates
- To make recommendations to the Secretary, based on the results of the selection process

Members : **NORMA B. SAMANTELA**  
 Schools Division Superintendent  
 Schools Division of Camarines Sur  
 President, Bicol Association of Schools Division Superintendents (BASS), Inc.

**SANCHA M. NACION**  
 Chief Education Supervisor  
 Human Resource Development Division

**EVANGELINE A. SACULO**  
 Chief Education Supervisor  
 Field Technical Assistance Division

**JOY C. CHAVEZ**  
 Education Program Supervisor  
 Field Technical Assistance Division

*g*



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**MARY ANN T. BANAS**  
Administrative Officer V  
Personnel Section

*Functions:*

- To establish the list of candidates and validated information per candidate, following pre-selection processes and criteria
- Provide evidence-based profiles of the candidates
- Submit names of candidates for interview
- Prepare relevant documents as prescribed by the Regional Director

**SEARCH COMMITTEE - DATA GATHERING TEAM**

Chair : **ROY T. BANAS**  
Chief Education Supervisor  
Policy, Planning, and Research Division

Members : **JOAN L. LAGATA**  
Education Program Supervisor  
Curriculum and Learning Management Division

**RICARDO M. TEJERESAS**  
Education Program Supervisor  
Curriculum and Learning Management Division

**LOYD H. BOTOR**  
Education Program Supervisor  
Curriculum and Learning Management Division

**ROY G. RAPSING**  
Education Program Supervisor  
Quality Assurance Division

**MA. CORAZON A. ALER**  
Education Program Supervisor  
Human Resource Development Division

**GRACE U. RABELAS**  
Education Program Supervisor  
CLMD-LRMDS

**MICHELLE P. PEQUENA**  
Education Program Supervisor  
Quality Assurance Division

**LEO R. MADRIAGA**  
Education Program Supervisor  
Quality Assurance Division

Two (2) Division Education Program Supervisors, none of whom should be a resident of or currently assigned to the division/locality of candidates being assessed

*Functions:*

- Collect and review relevant documents on all candidates
- Collect feedback from the candidates' workplace (self, subordinate, supervising officer, or peer)
- Process data collected into a competency profile of each candidate

2. The Search Procedure shall have the following stages:
  - a. Call for applications and receipt of documents by Regional Director
  - b. Initial screening of candidates, review of fitness for evaluation
  - c. Information gathering by Data Gathering Teams and initial profiling of candidates
  - d. Preparation of shortlist for interview
  - e. Interview of Shortlisted Candidates
  - f. Deliberations and preparation of final rating
  - g. Submission of recommendations to the Secretary, who shall then make the necessary recommendation to the President
  
3. The Committees shall consider the relevant evaluation criteria, which shall include the following:
 

Pre-Selection Criteria:

  - a. Understanding of DepEd as an organization
  - b. Knowledge requisites of the position
  - c. Work standards
  - d. Creativity and innovation
  - e. Honesty and integrity

Selection Criteria:

  - a. Possession of management and technical competencies relevant to the position
  - b. Motivational Fitness
  
4. Immediate dissemination of and compliance with this Memorandum is desired.

  
**GILBERT T. SADSAD**  
 Regional Director

References: DepEd Memorandum No. 366, s. 2010  
 To be indicated in the Perpetual Index  
 under the following subjects:

ASSESSMENT  
 COMMITTEES  
 EVALUATION  
 SEARCH  
 SELECTION  
 SUPERINTENDENTS

AD-PS/math  
 04/28/2023



Republic of the Philippines  
**Department of Education**  
 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

May 10, 2023



TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/In-Charge of Districts  
 Elementary and Secondary School Heads  
 All Others Concerned

For information and guidance of all concerned.

  
**SOCORRO V. DELA ROSA, CESO V**  
 Schools Division Superintendent