



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS-2025-0076

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISOR- CID  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
ALL OTHERS CONCERNED

Subject: **CONDUCT OF INITIAL EVALUATION FOR APPLICATION DOCUMENTS FOR  
HIGHER TEACHING AND ADMINISTRATION VACANT POSITIONS**

Date: MAY 15, 2025

In view of the scheduled conduct of the initial evaluation of application documents for Higher Teaching and Administration positions on **May 19-22 and 26, 2025**, at the Conference Room of this Division Office, members of the Division **Human Resource Merit Promotion and Selection Board (HRMPSB)** including **Division HRMPSB Sub-committees** (as identified in Enclosure No. 1), are hereby informed of their required attendance and facilitation of the said activity. The initial evaluation of application documents shall be guided by the following issuances:

- For **Higher Teaching Positions**: *DepEd Order No. 20, s. 2024*
- For **Administrative Positions**: *Enclosure No. 3 of DepEd Order No. 7, s. 2023*

Expenses incurred in connection with this activity shall be subject to the availability of funds and in accordance with existing rules and regulations on allowable expenses for government personnel.

This issuance is for the information and guidance of all concerned.

**REYNALDO B. MELLORIDA, CESO V**

Schools Division Superintendent

For the Schools Division Superintendent:

**JANETTE G. VELOSO, CESO VI**

Assistant Schools Division Superintendent



PER/rbg

Fm: Conduct of Initial Evaluation of Application Documents for Higher Teaching and Administration Vacant Positions



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Enclosure No.1

Applications for Evaluation	Sub-Committees	Date
Teacher III	Evaluators: FE R. TORREFRANCA-PIV JANICE A. FERNANDEZ-PSDS Secretariat: LOURDIE MAE LUZON-AOII	May 19, 2025
Master Teacher I	Evaluators: OLIVER U. EMATA-PIV ALAN JR. J. PAGLINAWAN Secretariat: NICOLE AUBREY E. AMOGUIS- AOII	May 19, 2025
Master Teacher II	Evaluators: RHODA N. ROSETE-PI JOSEPH HENRY L. TUNA-PII Secretariat: HARLEY FARRAH D. CAFE,-AOII	MAY 20, 2025
Master Teacher III	Evaluators: MARLENE P. BASA- PIV GRACE A. DESONIA-PIV Secretariat: ROYALIN C. ATCHUELA-ADASVI	May 20, 2025
Head Teacher I	Evaluators: FELIZA P. PLAYDA-PIV LEIGH JAY P. CUBAR-PI Secretariat: LOURDIE MAE LUZON-AOII	May 21, 2025
Head Teacher III	Evaluators: ALEXANDER P. REDANIEL-P1 REYNALY G. SANTOS-PIV Secretariat: NATHANIEL JR. B. INUTAN-AOII	May 21, 2025
Head Teacher IV	Evaluators: HILDA S. ERMIAS- PIV ROWENA T. CAHAPAY- PI Secretariat: NICOLE AUBREY E. AMOGUIS- AOII	MAY 22, 2025
Principal I	Evaluators:	May 26, 2025





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Principal II Principal IV	ASER M. SAMSONA-PIV RELYN B. GALLARDO –AO IV Secretariat: LOURDIE MAE LUZON-AOII	
TEACHER II	Evaluators: JOCELYN D. FERNANDEZ- PIV ENER M. JUDIT Secretariat: NATHANIEL JR. B. INUTAN-AOII	May 26, 2025

