



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

March 29, 2022

DIVISION MEMORANDUM
No. 101 s. 2022

**DIVISION ONLINE SELECTION PROCESS FOR RECLASSIFICATION
OF POSITIONS IN THE SECONDARY LEVEL**

To: Assistant Schools Division Superintendents
Division Chiefs
Division HRMPSB Members
Heads of Secondary Schools
All Others Concerned

1. This is to announce the schedule of the online selection process for the requests for reclassification of positions in the secondary level. The process includes the evaluation of documents and interview and examination for head teachers and principals.
2. Enclosed to this Memorandum are the following:
 - 2.1 Schedule, school, position for reclassification, and list of applicants
 - 2.2 Composition of the HRMPSB
3. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually.
4. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
5. The following DepEd Orders shall be used in the evaluation of documents:

POSITION FOR RECLASSIFICATION	DEPED ORDER
Master Teacher	MEC Order 10, s. 1979
Head Teacher	DepEd Order 42, s. 2007

6. Immediate and wide dissemination of this Memorandum is highly desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/HRMPSB-Sec
March 29, 2022



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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Enclosure No. 1 to Division Memorandum No. 101 s. 2022

Schedule, School, Position for Reclassification, and List of Applicants

April 6, 2022

- I. Orientation of All Applicants – 8:30 – 9:00**
- II. Evaluation of Documents for Applicants for MT – 9:00 – 1:45**
- III. Online Examination of HT Applicants – 9:00 – 12:00**
- IV. Evaluation of Documents for Applicants for HT – 1:45 – 3:15**
- V. Interview of HT Applicants – 3:15 – 5:00**

April 7, 2022

Announcement of Results – 1:00 p.m.

TIME	SCHOOL	POSITION FOR RECLASSIFICATION	APPLICANT
9:00 – 9:15	Parada NHS	Master Teacher I – Science	Gladys G. Cabang
9:15- 9:30	Parada NHS	Master Teacher I – Math	Ruby Ann B. Carpio
9:30 – 9:45	Parada NHS	Master Teacher I – Filipino	Lecil M. Dionicio
9:45 – 10:00	Parada NHS	Master Teacher I - TLE	Mary Ann P. Gregorio
10:00 – 10:15	Parada NHS	Master Teacher II – Science	Marjorie F. Boado
10:15 – 10:30	Parada NHS	Master Teacher II – Filipino	Shirley V. Penolio
10:30 – 10:45	Parada NHS	Master Teacher II -Mapeh	Josephine L. Robles
10:45 – 11:00	Minuyan NHS	Master Teacher I - English	Annabelle B. Alvarez
11:00 – 11:15	Minuyan NHS	Master Teacher I - Mapeh	Katherine G. Gabito
11:15 – 11:30	Minuyan NHS	Master Teacher I - Math	Johnmark DC. Valeriano
11:30 – 11:45	Minuyan NHS	Master Teacher I - Math	Ma. Concepcion M. Acibar
11:45-12:00	John J. Russell MHS	Master Teacher I - Science	Abigail C. Placio
12:00 – 1:00	LUNCH BREAK		
1:00 – 1:15	John J. Russell MHS	Master Teacher I – Science	Irene R. Manuel



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1:15 – 1:30	John J. Russell MHS	Master Teacher I – Science	Rhea C. Velayo
1:30 – 1:45	John J. Russell MHS	Master Teacher I – Science	Marilou DC. Bitare
1:45 – 2:00	Parada NHS	Head Teacher I - Araling Panlipunan	Lorna P. Clavio
2:00 – 2:15	Laura De Leon Halili HS	Head Teacher I - Science	Eugenia E. Bolinas
2:15 – 2:30	Laura De Leon Halili HS	Head Teacher I – English	Gemma G. De Borja
2:30 – 2:45	Minuyan NHS	Head Teacher I - English	Silveria E. Canotillo
2:45 – 3:00	Minuyan NHS	Head Teacher I - TLE	Maribel F. Palad
3:00 – 3:15	Minuyan NHS	Head Teacher I – Araling Panlipunan	Ma. Melinda I. Espiritu
3:15 – 5:00	INTERVIEW OF HT Applicants		

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Enclosure No. 2 to Division Memorandum No. 101 s. 2022

COMPOSITION OF THE DIVISION HRMPSB
For Master Teacher and Head Teacher

Chairperson
Members

- Rowena T. Quiambao, CESE -ASDS
- Gregorio C. Quinto, Jr., EDD -CID Chief
- Josefina S. Pedroche -AO V
- Victoria O. Madrigal -AO IV, Personnel Unit
- School Heads recommending reclassification

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