



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION



DepED MEMORANDUM  
No. 366, s. 2010

AUG 19 2010

**CONSTITUTING REGIONAL SEARCH COMMITTEES  
FOR REGIONAL OFFICIALS**

To: Undersecretaries  
Assistant Secretaries  
Directors of Services, Centers, and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Chiefs of Divisions  
All Others Concerned

1. Office of the President Memorandum Circular No. 1,<sup>1</sup> as amended by Memorandum Circular No. 2,<sup>2</sup> provides that:

2. All non-Career Executive Service Officials (non-CESO) occupying Career Executive Service (CES) positions in all agencies of the Executive Branch shall remain in office and continue to perform their duties and discharge their responsibilities until October 31, 2010 or until their resignations have been accepted and/or until their respective replacements have been appointed or designated, whichever comes first, unless they are re-appointed in the meantime.

2. As per the certified list provided by the Central Office Personnel Department, there are two hundred forty six (246) CES positions that are currently being occupied by CES-eligibles and non-CESOs. The full list of positions affected by M.C. Nos. 1 and 2 are set out in **Annexes "A" and "B"**.

3. In view of the number of positions to be considered, the limited time within which to conduct the search, and the urgent need to ensure continuity of field operations, Regional Search Committees are hereby constituted to evaluate the candidates/applicants for Schools Division Superintendent and Assistant Schools Division Superintendent in the various regions.

<sup>1</sup> Declaring All Co-Terminous, Third Level Positions Vacant As Of June 30, 2010; Directing All Non-Career Executive Service (CESO) Occupying Career Executive Service (CES) Positions To Continue To Perform Their Duties And Responsibilities; And Extending The Services Of Certain Contractual And/Or Casual Employees Whose Contracts Expire On June 30, 2010.

<sup>2</sup> Memorandum Circular No. 2, Amending Memorandum Circular No. 1, Series 2010.

4. The Search Committees shall be composed of the following officials:

Search Committee – Main Team

Chair: 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:

- Head of the Region's Personnel/Human Resource Division
- One (1) Regional Chief of Education Supervisors
- One (1) Regional Education Supervisor

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 (2-3 teams per region, depending on the number of affected positions)

Members:

- Two (2) Regional Education Supervisors
- Two (2) Division Education 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

5. 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.

6. 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

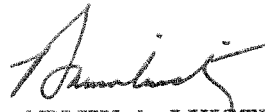
7. Expenses to be incurred by the Committees are chargeable against local funds, subject to the usual accounting and auditing rules and regulations. In this connection, Regional Directors are hereby authorized to allocate funds for this purpose. Likewise, Schools Division Superintendents and Assistant Schools Division Superintendents requested to appear before the Committee are authorized to use local funds for this purpose.

8. The Regional Directors are enjoined to immediately constitute the Main Team and Data Gathering Teams of each Regional Search Committee. The Chairs and all Members of the respective Committees are hereby directed to attend a two-day orientation/briefing on the guidelines, process, criteria, and competencies to be used at the DepED Central Office from **August 31 - September 1, 2010**, from **8:30 AM - 4:30 P.M.**

9. Any parties interested in applying for the affected positions may submit copies of the following documents to their respective Regional Directors **no later than 1 September 2010:**

- a) Letter of Intent;
- b) Detailed Curriculum Vitae, including a list and description of any qualifying examinations taken/passed, assignments in the past 3 years, successful programs, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received for the past three (3) years;
- c) Copies of available service records;
- d) Performance evaluation records;
- e) Clearances from the Civil Service Commission, Ombudsman, Sandiganbayan, and National Bureau of Investigation;
- f) Any other relevant documents.

10. For wide and immediate dissemination.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.:

As stated

Reference:

DepEd Memorandum: No. 334, s. 2010

To be indicated in the Perpetual Index  
under the following subjects:

COMMITEES  
OFFICIALS  
SEARCH

## ANNEX A

### CES POSITIONS OCCUPIED BY CES ELIGIBLES AND CSEES

#### SCHOOLS DIVISION SUPERINTENDENTS

Region I	Candon City
Region I	Dagupan City
Region I	Ilocos Sur
Region I	Vigan City
Region II	Cagayan
Region II	Cauayan City
Region II	Cotabato City
Region III	Cabanatuan City
Region III	Muñoz Science City
Region IV-A	Batangas City
Region IV-B	Romblon
Region V	Albay
Region V	Camarines Norte
Region VI	Capiz
Region VII	Cebu
Region VIII	Leyte
Region VIII	Tacloban City
Region X	Misamis Occidental
Region X	Tangub City
Region XI	Compostela Valley
Region XI	Davao City
Region XI	Davao Oriental
Region XI	Pagadian City
Region XI	Tagum City
Region XII	Cotabato
Region XII	South Cotabato
Region XII	Sultan Kudarat
Region XII	Tacurong City
CAR	Abra
CAR	Apayao
CAR	Mt. Province
NCR	Parañaque City

## ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

Region I	Ilocos Sur
Region I	Pangasinan II
Region I	Urdueta City
Region II	Cagayan
Region III	Cabanatuan City
Region III	San Jose City
Region IV-B	Marinduque
Region IX	Zamboanga City
Region V	Albay
Region V	Catanduanes
Region V	Masbate
Region V	Sorsogon
Region V	Sorsogon
Region VI	Bacolod City
Region VII	Toledo City
Region VIII	Leyte
Region VIII	Samar (Western)
Region X	Lanao del Norte
Region X	Misamis Occidental
Region X	Ozamis City
Region XII	Sultan Kudarat
CARAGA	Surigao del Norte
NCR	Las Piñas City
NCR	Makati City
NCR	Quezon City

## ANNEX B

### CES Positions Occupied by Non-CESOs

#### SCHOOLS DIVISION SUPERINTENDENTS

CAR	Ifugao
CAR	Kalinga
Region I	San Fernando City
Region I	Urdaneta City
Region II	Tuguegarao City
Region III	Aurora
Region III	Gapan City
Region III	San Fernando City
Region III	Tarlac City
Region IV-A	Antipolo City
Region IV-A	Cavite
Region IV-A	Cavite City
Region IV-A	Lipa City
Region IV-B	Occidental Mindoro
Region IV-B	Puerto Princesa City
Region IX	Dapitan City
Region IX	Isabela City
Region IX	Zamboanga City
Region IX	Zamboanga del Sur
Region V	Catanduanes
Region V	Iriga City
Region V	Ligao City
Region V	Masbate
Region V	Masbate City
Region V	Sorsogon
Region V	Sorsogon City
Region V	Tabaco City
Region VI	Antique
Region VI	Cadiz City
Region VI	Guimaras
Region VI	La Carlota City
Region VII	Bais City
Region VII	Bayawan City
Region VII	Cebu City
Region VII	Mandaue City
Region VII	Negros Oriental
Region VII	Siquijor
Region VII	Tagbilaran City
Region VII	Talisay City
Region VIII	Biliran
Region XI	Panabo City
Region XI	Samal City

CARAGA	Agusan del Sur
CARAGA	Dinagat Islands
CARAGA	Siargao
CARAGA	Surigao City
CARAGA	Surigao del Norte
NCR	Manila
NCR	Valenzuela City

**ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS**

CAR	Baguio City
CAR	Benguet
Region I	Alaminos City
Region I	Candon City
Region I	Ilocos Norte
Region I	Ilocos Sur
Region I	La Union
Region I	La Union
Region I	Laoag City
Region I	Pangasinan I
Region I	Pangasinan I
Region I	Pangasinan II
Region I	San Carlos City
Region II	Batanes
Region II	Cagayan
Region II	Isabela
Region II	Nueva Vizcaya
Region II	Quirino
Region II	Santiago City
Region III	Angeles City
Region III	Balanga City
Region III	Bataan
Region III	Bulacan
Region III	Malolos City
Region III	Nueva Ecija
Region III	Nueva Ecija
Region III	Olongapo City
Region III	Pampanga
Region III	Pampanga
Region III	Tarlac
Region III	Tarlac
Region IV-A	Batangas
Region IV-A	Cavite
Region IV-A	Cavite
Region IV-A	Laguna
Region IV-A	Lipa City
Region IV-A	Lucena City
Region IV-A	Quezon
Region IV-A	Rizal



Region IV-A	San Pablo City
Region IV-A	San Pablo City
Region IV-A	Tanauan City
Region IV-A	Tanauan City
Region IV-B	Calapan City
Region IV-B	Marinduque
Region IV-B	Oriental Mindoro
Region IV-B	Oriental Mindoro
Region IV-B	Palawan
Region IV-B	Palawan
Region IV-B	Romblon
Region IX	Dapitan City
Region IX	Dipolog City
Region IX	Pagadian City
Region IX	Zamboanga del Norte
Region IX	Zamboanga del Sur
Region IX	Zamboanga Sibugay
Region V	Albay
Region V	Camarines Sur
Region V	Masbate
Region V	Naga City
Region VI	Aklan
Region VI	Antique
Region VI	Antique
Region VI	Bago City
Region VI	Cadiz City
Region VI	Capiz
Region VI	Capiz
Region VI	Escalante City
Region VI	Guimaras
Region VI	Iloilo
Region VI	Iloilo
Region VI	Iloilo
Region VI	Iloilo City
Region VI	Kabankalan City
Region VI	Negros Occidental
Region VI	Negros Occidental
Region VI	Passi City
Region VI	Passi City
Region VI	Roxas City
Region VI	Sagay City
Region VI	San Carlos City
Region VI	Silay City
Region VII	Bogo City
Region VII	Bohol
Region VII	Cebu
Region VII	Cebu City
Region VII	Danao City

Region VII	Negros Oriental
Region VII	Talisay City
Region VII	Tanjay City
Region VIII	Calbayog City
Region VIII	Eastern Samar
Region VIII	Leyte
Region VIII	Leyte
Region VIII	Leyte
Region VIII	Maasin City
Region VIII	Ormoc City
Region VIII	Southern Leyte
Region VIII	Southern Leyte
Region VIII	Tacloban City
Region VIII	Cagayan de Oro City
Region X	Camiguin
Region X	Camiguin
Region X	Iligan City
Region X	Misamis Oriental
Region X	Misamis Oriental
Region X	Ozamiz City
Region XI	Compostela Valley
Region XI	Davao del Sur
Region XI	Davao Oriental
Region XII	Cotabato
Region XII	Cotabato
Region XII	Cotabato City
Region XII	Gen. Santos City
Region XII	Koronadal City
Region XII	South Cotabato
Region XII	Sultan Kudarat
Region XIII	Agusan del Sur
CARAGA	Agusan del Norte
CARAGA	Agusan del Sur
CARAGA	Agusan del Sur
CARAGA	Butuan City
CARAGA	Dinagat Islands
CARAGA	Surigao City
CARAGA	Surigao del Sur
NCR	Caloocan City
NCR	Malabon City
NCR	Malabon City- Navotas
NCR	Manila
NCR	Manila
NCR	Manila
NCR	Marikina City
NCR	Muntinlupa City
NCR	Parañaque City
NCR	Pasay City

NCR	Pasig City-San Juan
NCR	Quezon City
NCR	Quezon City
NCR	Taguig City-Pateros