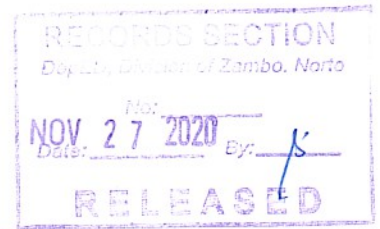




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 350 s. 2020

To: The HRMPSB Chairperson for Non-Teaching Positions and Members
 Host PSDSs, School Heads and ICT Coordinators
 Support Staff
 All Concerned Applicants

From:  **MA. LIZA R. TABILON EdD, CESO V**
 Schools Division Superintendent

Subject: Virtual Interview and Ranking for Head Teacher Positions in the Division of Zamboanga del Norte

DATE : NOVEMBER 27, 2020

1. All concerned are hereby informed that there will be an interview that will be held on **December 2, 3 and 4, 2020 at 9:00 am**. Applicants for the Head Teacher positions are asked to go to their assigned school and will be interviewed via the **“GOOGLE MEET”** application. The written exam and skills test will be facilitated by assigned host school personnel. Links for the virtual exercise will be provided to ICT coordinators one day before the scheduled date. Please see attached list for school assignment.
2. The standards and protocols on promotion and hiring of teaching and non-teaching personnel of the schools division of Zamboanga del Norte through virtual exercise shall be followed. Internet data costs shall be charged to school funds/budget.
3. Applicants are advised to bring the original documents on the day of evaluation for verification purposes. The tool provided in DepEd No. 42 s. 2007 shall be used in evaluating documents of school admin positions.
4. Immediate dissemination of this memorandum is desired.

Enclosure: as stated

PERSONNEL *Virtual Interview* /V1004-2020/112720

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 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
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**STANDARDS AND PROTOCOLS ON PROMOTION/HIRING
OF TEACHING AND NON-TEACHING PERSONNEL OF THE SCHOOLS
DIVISION OF ZAMBOANGA DEL NORTE
THROUGH VIRTUAL EXERCISE**

1. All pertinent documents shall be submitted to the corresponding district offices for screening on its authenticity, veracity and completeness. It shall be endorsed by the Public Schools District Supervisor concerned to the Schools Division Office (SDO) through the office of the Human Resource Management Office (HRMO).
2. Considering that no face-to-face is allowed due to the health pandemic, applicants shall undergo **interview, written examination and skills test** virtually with the Division HRMPSB Committee on an appointed time.
3. The link for the virtual interview shall be created by the Division ITO which will be given to the host ICT Coordinator who will assist the applicant to be on the platform.
4. If given the schedule, applicants shall report to the designated schools. The host PSDS, School Principal and ICT Coordinators shall assist in the conduct of the virtual exercise.
5. The following schools are identified as venues for each cluster:
 - Cluster 1- Polanco National High School
 - Cluster 2- Katipunan National High School
 - Cluster 3- Sindangan National High School
 - Cluster 4- Liloy National High School
 - Cluster 5- Siocon National High School
6. The virtual interview will only last for five (5) minutes; 1 main question and 1 follow-up will be asked by any of the members of the committee. Questions are in accordance with the guidelines in conducting on behavioral event interview.
7. The written examination shall be done simultaneously in thirty (30) minutes in essay type to be expressed in not less than three hundred (300) words, while the skills test which includes knowledge on ICT (*powerpoint presentation, use of excel format and attaching files and sending emails*) that will last for two (2) hours.
8. Applicants shall send their outputs in the skills test to the official email address of the division HRMPSB by themselves as part of the test.
9. Final evaluation of pertinent documents of all applicants shall be done by the Division HRMPSB Committee right after the interview.

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10. The final results shall be communicated through the Administrative Officer in charge of the Personnel Section as cited in the Civil Service Commission (CSC) guided by The Interim Guidelines on Appointments and Other Human Resource Actions (IGAOHRA) for the Period of State of Calamity Due to COVID-19 Pandemic.
11. Results shall be posted in the designated area/s of the SDO, DepED Zamboanga del Norte and on the official website of this division.

TERMS OF REFERENCE OF THE PERSONNEL INVOLVED IN THE IMPLEMENTATION OF THE STANDARDS AND PROTOCOLS ON PROMOTION/HIRING OF TEACHING AND NON-TEACHING PERSONNEL OF THE SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE THROUGH VIRTUAL EXERCISE.

1. Division HRMPSB

- 1.1 Performs responsibilities as stipulated in DO no. 66 s. 2007

2. Division Information Technology Officer (ITO)

- 1.1 Provides links for the virtual interview.
- 1.2 Prepares materials and rubrics for the skills assessment of applicants.
- 1.3 Assesses outputs and rates applicants on the skills test using the rubrics.
- 1.4 Submits results of the skills assessment to the HRMPSB.

3. District Offices:

District team headed by the PSDS

- 1.1 Accepts documents from all interested applicants.
- 1.2 Assesses the pertinent documents as to the authenticity, completeness and veracity.
- 1.3 Endorses the documents to the division office.

4. Host Districts/ Schools for the virtual interview/skills test/written examination. Public Schools District Supervisor, School Principal and ICT Coordinator

- 1.1 Prepares the venue ideal for the purpose.
- 1.2 Prepares the equipment needed for the skills assessment and written examination.
- 1.3 Assists the applicants for easy access of the activity.
- 1.4 Ensures the integrity of the assessment to achieve holistic outcomes, thus preventing negative consequences.

5. Division HRMPSB Secretariat

- 1.1 Prepares Notices of Meetings and disseminates these to all involved.
- 1.2 Documents all undertakings and retains documented information.
- 1.3 Submits minutes of convergence on time.

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APPLICANT'S ASSIGNED SCHOOL FOR VIRTUAL RANKING

	Applicant	location	School assigned
1 RANKING FOR HT-IV vice SHIRLEY CANTON	LILIBETH A. RAMOS	SINDANGAN SOUTH	SINDANGAN NHS
2 RANKING TO HT-I vice MERCIA SARANG	RICGLOR V. MACALISANG	SINDANGAN SOUTH	SINDANGAN NHS
3 RANKING FOR HT-I vice IMELDA DIONSAY (LILOY I)	ARNEL C. COLANGGO	SALUG NHS	LILOY NHS
4 RANKING FOR HT-II vice JOHNNY PALANAS	VIRGILIO J. BUTALID	LILOY I	LILOY NHS
	DIONESIA B. GONZALES	BACONG NHS	LILOY NHS