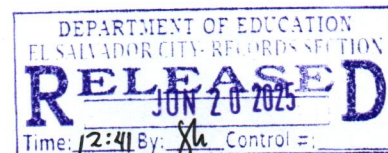




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



16 June 2025

DIVISION MEMORANDUM
No. 206, s. 2025

RECONSTITUTION OF THE INITIAL EVALUATION COMMITTEE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that effective June 16, 2025, the composition of the Initial Evaluation Committee of this Division shall be as follows:

Role	Name of Employee
Chairperson	Felanie Marie A. Lim, HRMO II
Regular Members	Rizan L. Sardane, Cashier II
	Cheriemy D. General, EPS II – M&E
	Eleonor M. Remonsada, Records Officer

2. Designated employees are expected to perform the following in addition to the duties and responsibilities of their current position which include, but are not limited to, the following:
- Shall convene the following working day after the deadline of submission of application documents of a particular position;
 - Shall be responsible for the assignment of the Applicant codes to be used for the entire recruitment process;
 - Shall screen and determine the applicants' competency based on their Education, Training and Eligibility as stated in the applicable DepEd Orders to be forwarded to the HRMPSB for further Evaluation, *in quorum*;
 - Membership to the Initial Evaluation Committee shall be considered a regular duty, and shall be treated with utmost priority; and
 - Perform other related functions as may be assigned.
3. If a regular member won't be available in the schedule set for initial evaluation schedule, due to valid circumstances (e.g. on sick leave or other analogous cases), he/she must inform the IER Committee Chair the earliest possible time. An alternate member shall then sit as member of the Initial Evaluation Committee in behalf of the regular member.

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Address: Zone 3, Poblacion, El Salvador City
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Email Address: elsalvador.city@deped.gov.ph

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4. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA

Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION

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