



Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

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OFFICE DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: JAN 20 2022  
BY: [Signature]

Office of the Schools Division Superintendent

January 18, 2022

**MEMORANDUM**

TO : HRMPSB  
Division Selection Committee  
Concerned Division Personnel Office  
School Heads  
All Members of the School Screening Committee

**RESKILLING ON PROCESSES AND ISSUANCES ON RECRUITMENT,  
SELECTION AND PLACEMENT**

1. In view of the Division's application for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management and to assess the maturity level of this agency's competencies, systems and practices, recruitment, selection, and placement; this Office shall conduct virtual reskilling activity entitled: RESKILLING ON PROCESSES AND ISSUANCES ON RECRUITMENT SELECTION AND PLACEMENT, of the members of the school screening committee via zoom meeting ID 840 0235 7688 passcode: f7z3Y0 with the following schedule:

Date	Participants
January 26, 2022 @ 8 AM - 5 PM	1 <sup>st</sup> Legislative District Schools
January 27, 2022 @ 8 AM - 5 PM	2 <sup>nd</sup> Legislative District Schools

2. The said activity aims to establish uniformity in the application of all relative issuances and processes under Recruitment, Selection and Placement pillar amongst the school screening committee members in the Division.



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3. Enclosure 1 contains program, schedule and topics for information and guidance.
4. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall accorded to all participants regardless of disability, sexual orientation, gender, age, religion and ethnicity.
5. Immediate dissemination and compliance to this memorandum is desired

**ALICIA E. ANGHAY, Ph.D.**

Asst. Schools Division Superintendent

OIC-Office of the Schools Division Superintendent



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Enclosure 1

**RESKILLING ON PROCESSES AND ISSUANCES ON RECRUITMENT,  
SELECTION AND PLACEMENT**  
(January 26 and 27, 2022)

SPEAKER	TOPIC	TIME
Risa Bea Socorro M. Borres	DEPED ORDER NO. 66 S. 2007	8:00 AM – 9:00 AM
Lorebina C. Carrasco	DEPED ORDER No. 07 S. 2015	9:00 AM – 10:00 AM
Jean S. Macasero	DEPED ORDER No. 03 AND 32 S. 2016	10:00 AM – 11:00 AM
Romeo B. Aclo	DEPED ORDER No. 22 S. 2020	11:00 AM – 12:00 NN
Rosalio R. Vitorillo	MEC 10 S. 1979	1:00 PM – 2:00 PM
Marilou F. Navaja	RSP Process on Entry level for Public School Teacher I position and RSP Process for Promotion	2:00 PM – 3:00 PM
Efren B. Facun	RSP Process on Entry level I and Level II position of Non-Teaching Position	3:00 PM – 4:00 PM
Beatriz G. Alilin	Uniform Submission of required Documents	4:00 PM – 5:00 PM



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