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Department of Education

Region V

DIVISION OF CAMARINES SUR  
Freedom Sports Complex, San Jose, Pili, Camarines Sur



March 6, 2017

**DIVISION MEMORANDUM**

No. 79, s. 2017

**CREATION OF DIVISION SUB-COMMITTEE FOR THE EVALUATION OF DEMONSTRATION TEACHING, INTERVIEW AND VALIDATION OF SPECIAL SKILLS OF TEACHER-APPLICANTS**

To: Assistant Schools Division Superintendents  
Chiefs of CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary Schools

1. In line with Division Memorandum No. 71, s. 2017, this office provides the following guidelines in the creation of Division Sub-Committee for the Evaluation of Demonstration Teaching, Interview and Validation of Special Skills of the Teacher-Applicants for the teaching positions in the public elementary schools for School Year 2017-2018.

1.1. Interview

1.1.1 Composition

Chairman: Public Schools District Supervisor  
Members: 3 Principals/School heads  
District Association President

1.1.2 Functions

- Conduct planning conference
- Interview applicants following the guidelines in DepEd Order No. 7, 2015.
- Submit summary of interview with attach raters' individual score sheets.

1.2. Demonstration Teaching

1.2.1. Composition

Chairman: Public Schools District Supervisor  
Members: 2 Principals/School Heads  
2 Master Teachers/key Teachers

1.2.2. Functions

- Conduct planning meeting
- Orient teacher-applicants on the demonstration schedule and procedures
- Conduct lesson planning
- Conduct demonstration lessons following agreed schedule
- Evaluate lesson plans and actual demo using the prescribed rubrics
- Submit summary of demonstration lessons with attached documents



1.3. Specialized Training and Skills

1.3.1. Composition

Chairman: Public Schools District Supervisor

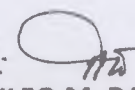
Members: 2 Principals/School Heads

2 Master Teachers/Key Teachers

1.3.2. Functions

- Conduct planning meeting
- Survey applicants' specialized training and skills  
(Only skills relevant to the position applied for or fields related to the duties and functions of an elementary teacher shall be credited.)
- Orient teacher-applicants on the schedule of skills validation using the suggested rubrics  
(Only applicants without submitted certificates of trainings shall be subjected to validation)
- Prepare scoring rubrics
- Conduct skills validation according to agreed schedules
- Submit summary result of teacher-applicants' skills validation

2. All districts shall submit the composition of the Division Sub-Committees and the list of teacher applicants with data on teachers to take EPT on March 15, 2017.
3. Results of the teacher- applicants' assessments on demonstration teaching, interview and specialized trainings and skills shall be submitted to the Chairman of the Division Selection Committee assigned to the congressional districts on or before March 24, 2017.
4. In compliance to Regional Memorandum No. 22 S. 2016, all districts shall conduct an orientation to all teacher-applicants on March 14, 2017. Reports on the conference shall be submitted using the suggested format.
5. Immediate dissemination of and strict compliance with this memorandum is highly desired.

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**ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

