



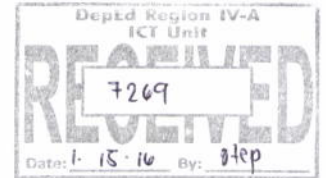
Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



MEMORANDUM

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
Director IV



SUBJECT : TRAINING OF SCHOOLS DIVISION SELECTION COMMITTEE FOR THE HIRING OF SENIOR HIGH SCHOOL TEACHERS FOR SY 2016 – 2017

DATE : January 14, 2016

Per Memorandum issued by the office of the USEC, for Regional Operations dated January 8, 2016 on the conduct of Training of Schools Division Selection Committee for the hiring of Senior High School Teachers for SY 2016 – 2017, this office will conduct a one and a half (1.5) day training-workshop per batch for 10 batches on January 18 to February 2, 2016 at Tagaytay International Convention Center (TICC), Tagaytay City.

This training – workshop aims to:

- Understand and appreciate the recruitment and selection process for the hiring of the Senior High School Teachers;
- Understand and appreciate the roles and competencies of division Office Selection Committee;
- Identify the key concepts of Behavioral Event Interviewing;
- Demonstrate effective interviewing skills;
- Calibrate and make recommendations in identifying the right candidates for the vacancy.

The participants of this training are the following:

School Division Offices (14 participants)

- 1 Schools Division Superintendent
- 1 representative from Principals' Association
- 1 Assistant Schools Division Superintendent
- 1 Representative from Teachers' Faculty Association



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- 8 Education Program Supervisors
- 1 representative from partnership institution(school) (STEM TRACK)
- 1 personnel staff (as secretariat)

Regional Office (Please refer to the attached sheet)

- 1 representative as observer
- Trainers and Facilitators

Please be guided by the schedule of the said training:

Batch	Division	Date	Program Type
1	Antipolo City & Bacoor City	January 18 - 19	A
2	Batangas Prov & Batangas City		
3	Binan City & Calamba City	January 19 - 20	B
4	Cavite Prov & Cavite City		
5	Imus City & Dasmaringas City	January 21 - 22	C
6	Laguna Prov & Lipa City		
7	Quezon Prov & Lucena City	January 22 - 23	D
8	Rizal & San Pablo City		
9	Tanauan City & Sta Rosa	January 25 - 26	A
10	Tayabas City		

Board and lodging of the participants, trainers and facilitators shall be charged to the HRDD downloaded fund while travel expenses will be charged against local funds subject to existing COA accounting and auditing rules and regulations.

Please ensure the online confirmation of the attendance of participants by registering at tinyurl.com/TSDSC at most a day before your scheduled date.

Immediate dissemination of this Memorandum is desired.





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Training – Workshop Schedule A

Time:	Day 1	Day 2
7:00 – 8:00 am First Meal: Breakfast	<ul style="list-style-type: none"> ✚ Arrival & Settling ✚ Registration 	
8:00 am – 12:00 nn	<ul style="list-style-type: none"> ✚ Opening Program ✚ DepEd Session 1: Roles and Responsibilities of the Division Selection Committee ✚ Module 1; Overview of the Behavioral Event Interviewing ✚ Module II: Preparing for the Interview 	<ul style="list-style-type: none"> ✚ Module V: Closing the Interview ✚ Module VI: Evaluation and Ranking of Candidates ✚ DepEd Session II: Understanding the Hiring Guidelines <p>Last Meal: Lunch</p>
1:00 pm – 6:00 pm	<ul style="list-style-type: none"> ✚ Module 3: Opening the Interview ✚ Module IV: Conducting the Interview 	

Training – Workshop Schedule B

Time:	Day 1	Day 2
8:00 am – 12:00 nn		<ul style="list-style-type: none"> ✚ Module 3: Opening the Interview Module IV: Conducting the Interview
11:00 am – 12:00 pm FIRST MEAL: LUNCH	<ul style="list-style-type: none"> ✚ Arrival & Settling ✚ Registration 	
1:00 pm – 6:00 pm	<ul style="list-style-type: none"> ✚ Opening Program ✚ DepEd Session 1: Roles and Responsibilities of the Division Selection Committee ✚ Module 1; Overview of the Behavioral Event Interviewing ✚ Module II: Preparing for the Interview 	<ul style="list-style-type: none"> ✚ Module V: Closing the Interview ✚ Module VI: Evaluation and Ranking of Candidates ✚ DepEd Session II: Understanding the Hiring Guidelines <p>LAST MEAL: PM SNACK</p>





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Meals and Accommodation Covered:

Program Type	Workshop Schedule		Accommodation Covered	Meals Covered	
	Start	End		First	Last
A	8:00 AM - Monday	12:00 NN Tuesday	Monday Night	Monday Breakfast	Tuesday Lunch
B	1:00 PM Tuesday	6:00 PM Wednesday	Tuesday Night	Tuesday Lunch	Wednesday PM Snack
C	8:00 AM Thursday	12:00 NN Friday	Thursday Night	Thursday Breakfast	Friday Lunch
D	1:00 PM Friday	6:00 PM Saturday	Friday Night	Friday Lunch	Saturday PM Snack

