



February 2, 2016

**Division Memorandum**

No. 24, s. 2016

To: School Screening Committees (Secondary)

Please be informed that the deadlines for submission of application for Senior High School positions are as follows:

Applicants to Schools	February 8, 2016
Schools to Division Office	February 10, 2016

Per DepEd Order No. 3, s. 2016, the School Head shall submit the composition of the School Screening Committee to the Division Selection Committee and perform the following functions as well:

- i. Receives applications and verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.
- ii. Informs applicants about schedules, timelines, and deadlines at least seven (7) days in advance. Documentary proof of announcements, notifications and communications shall be kept.
- iii. The SSC shall not refuse acceptance of any application. If any of the required documents are incomplete or invalid, the Committee shall immediately notify the applicant to facilitate the complete and proper submission of documents. All applications, even those found to be incomplete or inauthentic must still be forwarded to the Division Selection Committee (DSC), albeit such submissions must be noted and marked by the Committee.
- iv. Produces copies of the received applications and documents before submitting one (1) copy to the Division Selection Committee. The copies are then to be compiled and/or bound, with a table of contents and proper pagination, and are to be kept in the Office of the School Head for records purposes.

Tentative schedule of English Proficiency Test is February 23, 2016 subject to final approval of the Bureau of Education Assessment (BEA).

For immediate dissemination and compliance to all concerned.

  
**FROSERFINA J. BRAVO**  
Officer-in-Charge  
Office of the Schools Division Superintendent