



Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF DAPITAN CITY

September 9, 2024

**DIVISION MEMORANDUM**

No. 462, s. 2024

**IMMEDIATE SUBMISSION OF COMPARATIVE ASSESSMENT RESULTS TO THE SUPERINTENDENT TO COMPLY THE CATCH-UP PLAN IN FILLING UP OF VACANCIES**

To: **ALL EMPLOYEES**  
 This Schools Division

1. With reference to the **required Catch Up Plan** to fill up vacancies and the Division Memorandum dated September 4, 2024 respective boards / committees / levels identified with specific tasks are directed to submit immediately to the superintendent results of comparative assessments / ranking segregating a) those applicants who are already in the PSIPOP of the Schools' Division of Dapitan City (**Internal Applicants**) from b) others who are not in the PSIPOP of the Schools' Division of Dapitan City (**External Applicants**) indicating among others their current schools / offices.
2. Based on the UNFILLED VACANCIES, the first priority for comparative assessments are the following:

<u>BOARD / COMMITTEE / LEVEL</u>	<u>PSIPOP ITEM/S</u>
Human Resource Management Promotion and Selection Board (HRMPSB)	Education Program Supervisor 1 Principal 3 Elementary Principal 2 Elementary Administrative Assistant III Administrative Assistant II Administrative Aide VI <b>Teacher-in-Charge Elementary</b>
District Committees Elementary	Master Teacher 1 Teacher 3 Teacher 2
School Committees Secondary	Master Teacher 2 Master Teacher 1 Teacher 3 Teacher 2

**Only applicants who have NO PROBLEM in MANAGING FINANCES shall be assessed.**

OSDS-SDS-DM-2020-011



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Department of Education  
 Division of Dapitan City  
**RELEASED**  
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 TIME 9:01 BY [Signature]



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**The RESULTS of the above are to be submitted to the superintendent's office on or before September 20, 2024 to fill up all existing vacancies and the chain thereof.**

3. For the **POOLS of Registries of Qualified Applicants (PRQAs)** for all PSIPOP items in the Schools' Division of Dapitan City.

<u>BOARD / COMMITTEE / LEVEL</u>	<u>PSIPOP ITEM/S</u>
Human Resource Management Promotion and Selection Board (HRMPSB)	Education Program Supervisor 1 Principal 4 Elementary Principal 3 Elementary & Secondary Principal 2 Elementary & Secondary All Non-Teaching Items <b>Teacher-in-Charge Secondary</b>

**Only applicants who have NO PROBLEM in MANAGING FINANCES shall be assessed.**

District Committees Elementary	Master Teacher III Master Teacher II Master Teacher I Head Teacher VI Head Teacher V Head Teacher IV Head Teacher III Head Teacher II Head Teacher I Teacher 3 Teacher 2
School Committees Secondary	Master Teacher III Master Teacher II Master Teacher I Head Teacher VI Head Teacher V Head Teacher IV Head Teacher III Head Teacher II Head Teacher I Teacher 3 Teacher 2

**The RESULTS of the above are to be submitted to the superintendent's office on or before December 2, 2024 and to be replenished whenever necessary.**

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4. The **POOLS of Registries of Qualified Applicants (PRQAs)** facilitate **THE PROMPT FILLING UP OF VACANCIES** including the chain of vacancies emanating from retirement, resignation or transfer for the **TIMELINES** can be set ahead to avoid vacuum in the classrooms and offices as in the sample from Dapitan City Central District, Central Elementary School.

**September 5, 2024**

1. **TABLIGA, JEDDAH MAE SALAZAR** to succeed the OSEC-DECSB-TCH3-570350-2016 vice **GALLEPOSO, MARY JOYCE JULY BUSICO**, AO to the same school effective October 14, 2024
2. **VILLAVITO, JONA** plotted to succeed the OSEC-DECSB-TCH2-573039-1998 vice **TABLIGA, JEDDAH MAE SALAZAR**, AO to the same school effective October 14, 2024
3. **CECILIA B. BUSICO** plotted to succeed the OSEC-DECSB-TCH1-570256-2009 vice **VILLAVITO, JONA** AO to Taguilon ES effective October 14, 2024

**RUIZ, CHERYL DUHIG** granted transfer from **Taguilon ES to Dapitan City CES** effective **October 14, 2024**

**TIMELINES:** Publication and Posting **September 13, 2024**  
Issuance of Assignment Orders **September 25, 2024**

**Attached District/School Based PRQAs**

5. **Situation:** CYNTHIA SALDON BAYRON with OSEC-DECSB-TCH3-570281-2014 was born on December 28, 1959. **Questions:** a) When is her mandatory retirement? (10 points). b) When is her PSIPOP item can be published and posted? Why? (15 points). *Written answer in A4 bond paper will be collected by the secretariat at the start of the Professional Development on September 24, 2024, and the points will be recorded by the superintendent.*

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

References:

2017 ORAOHRA: OMNIBUS RULES on APPOINTMENTS and OTHER HUMAN RESOURCE ACTIONS

Deped Merit Selection Plans: DepEd Order No. 007, s. 2023, the latest

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