Republic of the Philippines

Department of Education

Region III

Division of City Schools

District 6

**SAN JOSE DEL MONTE CENTRAL SCHOOL**

City of San Jose del Monte

January 17, 2017

School Memorandum

No. 4, S. 2017

**COMPOSITION OF SCHOOL SCREENING COMMITTEE**

To: All Teachers

1. As per DepEd ORDER no. 7, S. 2015 Hiring Guidelines for Teacher I Positions, every school must create the School Screening Committee.

2. The School Screening Committee is as follows:

 Chairman: Nerliza C. Miranda

 Members: Vilma S. Villanueva

 Wilfredo R. Nicolas

 Lyn S. Ledesma

 Francis S. Bijasa

3. The School Screening Committee must do the following functions.

 a. Ensures that the updated lists of vacancies are regularly posted at conspicuous places.

 b. Receives applications and documents.

 c. Verifies and certifies as to completeness, veracity, accuracy, and authenticity of documents.

 d. Issues a certification to each applicant that it has received the application specifying the documents that have been submitted in support of the application.

 i. The School Screening Committee 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.

 ii. Regardless of being incomplete or invalid, however, all applications must still be forwarded to the Division Selection Committee, albeit such submissions must be noted and marked by the Committee.

 e. Produces copies of the received applications and documents before submitting the original submissions 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.

4. Immediate and wide dissemination of this memorandum is desired.

 **NERLIZA C. MIRANDA**

 Principal - III