



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

September 12, 2022

DIVISION MEMORANDUM
No. 265 s, 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 251, S. 2022, “TENTATIVE
RANKLIST OF APPLICANTS FOR TEACHING POSITIONS IN KINDERGARTEN, SPED,
ELEMENTARY, JUNIOR HIGH SCHOOL AND SENIOR HIGH SCHOOL LEVELS OF
DIVISION OF CEBU PROVINCE FOR SY 2022-2023”**

TO: Assistant Schools Division Superintendents
Division Chief/Supervisors/Coordinators/Specialists
Public Schools District Supervisors /OIC/Caretakers
Public Elementary School Heads
All Others Concerned

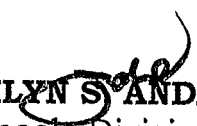
1. Relative to the posting of the tentative ranklist of teacher applicants, the Office informs the field of the schedule of activities for the final validation of corrected scores/points of applicants in the Elementary, SPED, Kindergarten, Junior High School and Senior High School level.

DATE	ACTIVITY	ACTION TO TAKE
August 30 – September 13, 2022	Posting of the Tentative Ranklist of Teacher Applicants for Elementary, SPED, Kindergarten, Junior and Senior High School	Inclusive Period for applicants to raise their clarifications/concerns re: the posted result to the District Committee thru the Public Schools District Supervisor (PSDS) NOTE: All concerns shall be in writing and acted accordingly in the district level
September 14-15, 2022	Consolidation of Corrected Ranklist by the District Committee; and Submission of the Consolidated Ranklist to	Convene of District Committee to act on concerns raised by applicants in the respective districts; and Preparation of the corrected ranklist and signing of the validated/corrected ranklist for consolidation in the sub-office level. Committee members are advised to ensure all entries in the ranklist are validated and correct; Consolidation by the Sub-Office HRMPSB Sub-Committee of the



	the Sub-Office HRMPSB Sub-Committee	validated/corrected scores of applicants from respective districts and signing of the printed copy of the Ranklist by the sub-committee.
September 16, 2022	<p>Submission of electronic copy of the Consolidated Ranklist (corrected copy) by the HRMPSB Sub-Committee to the Division HRMPSB Committee</p> <p>NOTE: Please use the google drive link sent to the Sub-Office Caretakers for uploading.</p>	Sub-Office Caretakers of the six (6) sub-offices shall be responsible in the submission of the electronic copy of the Consolidated Ranklist in google drive (<i>same link used in the submission of the tentative ranklist</i>)
September 19-20, 2022	<p>Final Validation by the Division HRMPSB Committee/Secretariat attended only by the PSDS, 1 Elem School Head, 1 JHS School Head and one staff on the following schedule:</p> <p>Sept 19, 2022 - San Fernando, Dalaguete and Badian Sub-Office Sept 20 - Balamban, Liloan and Medellin Sub-Office</p>	<p>Only expected participants shall be in the venue on the scheduled date to avoid overcrowding. It is expected that deliberation has been done in the district and sub office level prior to the final validation.</p> <p>Participants:</p> <ul style="list-style-type: none"> - PSDS - 1 Elem School Head, - 1 JHS/SHS School Head; - 1 additional staff
September 21, 2022	<p>Feedbacking and Validation of the Final RQA (Division-wide) by the Division Selection Committee and signing of the printed RQA</p> <p>Posting of the electronic copy of the final RQA in the google drive (access shall be given to PSDSs and Sub-Office Caretakers)</p>	<p>Discussion of concerns arising during the final validation of points by the Division Selection Committee.</p> <p>PSDSs and Sub-Office Caretakers shall be given viewing access to google drive to confirm the veracity of the entries in the Final RQA before the final posting.</p> <p>NOTE: The Division Selection Committee shall no longer entertain concerns upon posting of the Final RQA.</p>
September 22, 2022 and onwards	Submission of the Final RQA to the Office of the SDS for final review and implementation of the RQA for SY 2022-2023	

2. Clarifications and concerns relative to the posting of the Final Registry of Qualified Applicants (RQA) shall no longer be accommodated once the RQA is posted.
3. Public Schools District Supervisors and Sub-Office Caretakers are enjoined to proactively check and ensure that there are no discrepancies in the entries from the Final RQA, for posting and implementation.
4. PSDSs and School Administrators are directed to periodically update the school/district data of teacher needs (TeNA), which will serve as one of the bases in the deployment of teachers.
5. Food, Accommodation and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
7. All other provisions in the previous memorandum shall remain in effect.
8. Widest dissemination of this Memorandum is highly desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

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