



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

October 19, 2020

DIVISION MEMORANDUM

No. **242**, s. 2020

CAPABILITY BUILDING FOR HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) TECHNICAL WORKING GROUP (TWG)

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads Concerned
All Others Concerned


1. In order to continuously improve the processes on recruitment, selection and placement of personnel, the Division HRMPSB shall conduct capability building for its TWGs both from the district and division levels.
2. The activities are scheduled as follows:

Activity	Participants	Date	Venue
Capability Building (CB) for Evaluation of documents of applicants to Master Teacher position	1 School Principal per district (preferably of a school with Master Teachers) 5 staff (24)	November 3, 2020 8:00 a.m. to 5:00 p.m.	ASJ Hall, Old Division Office, Kalibo, Aklan
CB for Evaluation of documents of applicants for promotion to TII/TIII positions	1 School Principal per district 5 staff (24)	November 4, 2020 8:00 a.m. to 5:00 p.m.	ASJ Hall, Old Division Office, Kalibo, Aklan
CB for Evaluation of documents of applicants for promotion to PSDS/EPS positions	10 PSDS 10 EPS 5 staff (25)	November 5, 2020 8:00 a.m. to 5:00 p.m.	ASJ Hall, Old Division Office, Kalibo, Aklan



Activity	Participants	Date	Venue
CB for Evaluation of documents of applicants for promotion to school head's position (HT to Principal)	1 School Principal per district 5 staff (24)	November 6, 2020 8:00 a.m. to 5:00 p.m.	ASJ Hall, Old Division Office, Kalibo, Aklan
CB for Evaluation of documents of applicants for non-teaching (Level 1 and Level 2) positions	1 Head Teacher per district 5 staff (24)	November 10, 2020 8:00 a.m. to 5:00 p.m.	ASJ Hall, Old Division Office, Kalibo, Aklan

3. Travel expenses incurred relative to participation in this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations. In addition, lunch, snacks and other allowable expenses shall be charged against the Division 2020 MOOE-GASS funds.
4. All participants are reminded to strictly follow health and safety protocols throughout the activity. The **Division School Health and Nutrition Section personnel shall assist** on this concern in the entire duration of the activities.
5. Immediate and wide dissemination of this memorandum is enjoined.


MIGUEL MAC D. APOSIN EdD, CESO V
 Schools Division Superintendent

Enclosures: None
 Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

TRAINING PROGRAM

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