



**DIVISION MEMORANDUM**

No. 59, s. 2013

JAN 29 2013

**CLUSTER CONFERENCES OF DIVISION SUB-SELECTION COMMITTEES  
AND SCHOOL SELECTION COMMITTEES SY 2013 – 2014**

To: OIC, Assistant Superintendents  
Education Supervisors/Division Coordinators  
District Supervisors  
School Heads

1. The field is hereby informed that cluster conferences for members of the Division Sub-Selection Committees and School Selection Committees will be conducted on the following dates and venues, to wit:

No.	Municipality	No. of Participants	Date	Venue	Supervisor In-charge
1	Minglanilla San Fernando Sibonga	164	Feb. 4 am	San Fernando CS	Dr. Rodemio Mrs. Gurrea
2	Argao Boljoon Alcoy	158	Feb. 4 pm	Argao 1 CS	Dr. Valparaiso Mrs. Miranda
3	Dalaguete Oslob Samboan	172	Feb. 5 am	Oslob CS	Mrs. Cayon Mrs. Plarisan
4	Santander Ginatilan Malabuyoc Badian	136	Feb. 5 pm	Ginatilan CS	Mrs. Luna Dr. Valparaiso
5	Alegria Moalboal Dumanjug	148	Feb. 6 am	Dumanjug 1 CS	Mrs. Gurrea Dr. Balagtas
6	Ronda Alcantara Barili Aloguinsan	174	Feb. 6 pm	Barili 1 CS	Dr. Pumar Dr. Balagtas
7	Balamban Pinamungajan	144	Feb. 7 am	Pinamungajan CS	Mrs. Rodemio Mrs. Paras

Cluster	Municipality	No. of Participants	Date	Venue	Supervisor In-charge
8	Asturias Tuburan	178	Feb. 7 pm	Asturias CS	Mrs. Paras Mrs. Balang
9	Tabuelan San Remigio	106	Feb. 8 am	Tambongon CS	Mrs. Balang Mrs. Miranda
10	Medillen Daanbantayan	134	Feb. 8 pm	Daanbantayan CS	Dr. Mangubat Dr. Torrevillas
11	Bantayan Madridejos Sta. Fe	116	Feb. 11 am	Bantayan CS	Mr. Mantos Mrs. Montolo
12	Tabogon Borbon Sogod	154	Feb. 12 am	Sogod CS	Mr. Mantos Dr. Flores
13	Catmon Carmen Compostela	130	Feb. 12 pm	Carmen CS	Dr. Flores Mrs. Jaralve
14	Liloan Consolacion Cordova	138	Feb. 13 pm	Consolacion CS	Mrs. Cayon Mrs. Jaralve
15	San Francisco Tudela Poro Pilar	148	Feb. 14 am	Poro CS	Dr. Torrevillas

2. The objectives of these conferences are the following:

- a. To update members of the Division Sub-Selection Committees and School Selection Committees their duties, functions and responsibilities in the selection and hiring of teachers;
- b. To prepare short lists of teacher-applicants for the new items to be deployed in their respective schools.

3. Participants to the said conferences are the members of the Division Sub-Selection Committees and Chairs and co-chairs of the School Selection Committees. No substitution is allowed.

4. The participants are requested to bring copies of their Registry of Qualified Applicants (RQA), copies of approved Ranking of Transferees, blank copies of Appointment Issuance Permit (AIP) and Proposal for Re-assignment of Teachers, appointments of newly-hired teacher for SY 2012-2013, and copies of approved proposals of teacher-applicants whose appointments are still on process.

5. Expenses relative to the conduct of the cluster conferences such as snacks, hand-outs and travelling expenses of the Division personnel shall be charged against the Division MOOE while travel expenses of members of the Division Sub-Selection Committees, Chairs and Co-Chairs of the School Selection Committees shall be charged to the School MOOE, subject to its availability and the usual accounting and auditing rules and regulations.
6. This memorandum served as "Authority to Travel" of the participants.
7. Immediate dissemination and compliance to this Memorandum is directed.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

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