



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 1, 2020

**REGIONAL MEMORANDUM**

No. **384**, s. 2020

To: Schools Division Superintendents  
Regional Office Personnel  
All Others Concerned

**ONLINE SCREENING PROCESS FOR THE VACANT POSITIONS  
OF DEPED REGIONAL OFFICE VIII**

1. To ensure that the 60-day timeline from posting to appointment of the vacant positions is met despite the COVID-19 pandemic, the Regional Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) shall adopt the Online Screening Process to the Applicants of Vacant Positions in DepED Regional Office VIII via Google Meet Application effective June 5, 2020 until the lifting of the National State of Emergency or until further advice.
2. Attached are the instructions and guidelines on the conduct of the Online Screening Process for information and reference.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

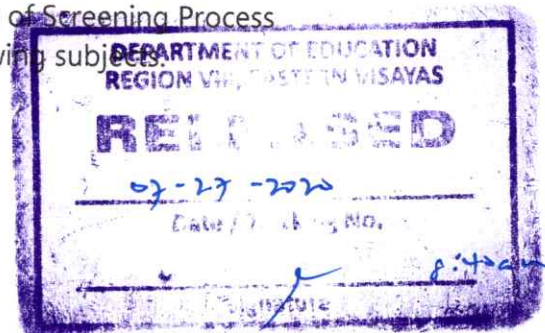
Reference: PS Operations Manual re Hiring Process

Enclosure: Instructions and Guidelines on the Conduct of Screening Process

To be included in the Perpetual Index under the following subjects:

ONLINE SCREENING  
VACANT POSITIONS

AD-PS-EDR





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## **Instructions and Guidelines on the Conduct of the Online Screening Process for the Vacant Positions of DepEd Regional Office VIII**

The Human Resource Merit Promotion and Selection Board (HRMPSB) shall adapt the Online Screening Process to the Applicants of Vacant Positions in DepEd Regional Office VIII via Google Meet Application. This scheme is being employed as a proactive measure to facilitate a smooth Personnel Selection Board proceedings during the time of emergency situations. All the procedures, processes, and schemes contained in the Operations Manual of the Personnel Section particularly on the Hiring Process, other than the following processes are still operational and shall be strictly followed.

### **Before (Pre-screening)**

1. The applicant shall be informed through text, call, or email at least three (3) days before the schedule of the Online Screening Process and must prepare the following:
  - Desktop or laptop with camera, microphone, and speaker or a smartphone with Google Meet application, and strong internet connection;
  - *(Google Meet may be downloaded in the App Store or Google Play)*
  - Active Gmail account or messenger account; Ensure that the applicants Gmail accounts are logged in in the duration of the selection process.
2. Provide Gmail address and the complete name associated with the account /facebook messenger account or contact number to the HRMPSB Secretariat via email address: [personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph).
3. Ensure that proper decorum and the following netiquettes are observed during the Online Screening Process:
  - a. **C**hose a Quiet Location with Good Lighting
  - b. **O**bserve Appropriate Dress Code.
  - c. **V**ideo and Audio of Your Gadgets Must Work Properly. Test your microphone and camera. Battery must be full.
  - d. **I**nformation and queries must be related to the Recruitment, Selection and Placement process.
  - e. **D**istractions must be avoided. Turn off camera and microphone once the meeting starts except if being requested to speak.



### **During (Screening Proper)**

1. During the Online Screening, the Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat/Host during the Online Screening shall send the meeting link to all the applicants and HRMPSB Members through the email address or messenger accounts provided. Applicants are not allowed to share the link to anyone.
2. The participants shall click the link provided in order to be admitted by the Host.
3. Once all participants are admitted or when the exact time to start is reached, the HRMPSB shall request the applicants to put on video their surrounding and to share their screens to ensure that there are no materials or other persons that might distract the applicant during the actual online screening. The screening process shall start with the following parts:
  - a. Preliminaries
    - i. Prayer
    - ii. Greetings by the HRMPSB Chairperson
    - iii. Introduction of the HRMPSB Members and Secretariat
    - iv. Acknowledgment of Applicants
    - v. Declaration of Quorum
  - b. Presentation of the HRMPSB Internal Guidelines
  - c. Conduct of Written Examination:
    - i. The questions/instructions for the Written Examination shall be sent to the email address of the applicants.
    - ii. They shall answer directly the questions provided in the link after the Chairperson gives the go signal.
    - iii. The written examination shall last for 30 minutes. Throughout this duration, applicants must ensure that the Internet connectivity must not be disconnected and the camera has to be focused on the applicants while answering the questions, otherwise points will be deducted.
    - iv. Applicants shall start and end the examination at the same time.
    - v. After answering the questions, applicant shall send their answers by clicking the SUBMIT button.
  - d. Assessment of Documents and Confirmation of Points
    - i. The HRMPSB Secretariat shall send the pre-evaluation sheet following the criteria in DepED Order No. 66, s. 2007 to the applicants based on the documents submitted.
    - ii. The applicants shall be given time to review/assess the points assigned to their documents in each of the criteria.
    - iii. Those who have questions/clarifications shall raise their hand or message in the Chat box to be recognized by the HRMPSB Chair.
- d. Oral Examination (Interview)
  - i. The Chairperson shall give the Behavioral Event Interview (BEI)

- ii. Question which is applicable to all the applicants.
- iii. The applicants shall answer the question by citing/using the Situation, Task, Action, Result (STAR) approach within 2-3 minutes.
- iv. Other HRMPSB members may raise follow up questions.

### **After (Post-Screening)**

- i. The evaluation form for the process shall be submitted to the google chat.
- ii. The applicants are requested to give honest answers to the questions being asked for the purpose of enhancing the selection process.
- iii. The evaluation form will be sent back by clicking the submit button.
- iv. The online screening process shall end with the information on the results of evaluation.
- v. Adjournment.

*For queries/clarifications, please contact 053-832-4631 or email at [personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph).*

Prepared by:  
Human Resource Merit Promotion and Selection Board (HRMPSB)