



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

03 March 2025

DIVISION MEMORANDUM

No. 124, s. 2025

COMPOSITION OF DISTRICT SUB-COMMITTEE MEMBERS

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 20 s. 2024, *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*, all Sub-Offices are directed to create Sub-Committee to assist the Human Resource Merit Promotion and Selection Board (HRMPSB) in the systematic and competency-based process of the recruitment, selection, and appointment of personnel to higher teaching position in the elementary and secondary levels including SHS.

2. The Committees shall have the following compositions and functions:

a. School Level

1. Receives application
2. Verifies documents as to completeness, veracity, accuracy and authenticity
3. Submits the list of applicants with their documentary requirements to the District Sub-Committees for elementary and secondary levels

b) District Sub Committee Members

Composition


- (1) The District Sub-Committee for elementary level shall be chaired by the Public Schools District Supervisor/ Coordinating Principal of the district with Master Teachers /key teachers and school head as members and a secretariat
- (2) The District Sub-Committee for secondary level shall be chaired by a Public Schools District Supervisor with members which is composed of Master Teachers /key teachers and Department Head from different learning areas as members and a secretariat.
- (3) Minimum of five (5) members per sub-office and maximum of 10 members including the public schools district supervisor



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Functions:

1. Receives the list of applicants with the corresponding documents
 2. Reviews the documents submitted by the school as to completeness, accuracy, authenticity and veracity
 3. Perform the Initial Evaluation Result of the Applicants
 3. Evaluates applicants on Education, Teaching Experience, Training and Performance Requirements
 4. Performs Actual Classroom Observation for PPST COIs
 5. Assess the Portfolio Annotation for Non-Classroom Observable Indicators and conduct Behavioral Events Interview (BEI)
 6. The Secretariat shall assist the district sub committee members in the conduct of comparative assessment
3. District Sub Committee Members shall be submitted to the Personnel Section on or before March 7, 2025.
4. Attached to this memorandum is the template for uniformity (Enclosure 1)
5. Wide dissemination and strict compliance with this memorandum are enjoined.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ Composition of School/District Committee



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Enclosure 1

DISTRICT: _____

ELEMENTARY

District Sub Committee Members

1. _____
Name of Public Schools District Supervisor
2. _____
Name of School Head/ Position
3. _____
Name of School Head/ Position
4. _____
Name of School Head/ Position
5. _____
Name of School Head/ Position
6. _____
Name of Master Teacher or Key Teacher / Position
7. _____
Name of Master Teacher or Key Teacher / Position
8. _____
Name of Master Teacher or Key Teacher / Position
9. _____
Name of Master Teacher or Key Teacher / Position
10. _____
Name of Master Teacher or Key Teacher / Position
11. _____
Name of Secretariat/ Position



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DISTRICT: _____

JUNIOR HIGH SCHOOL

District Sub Committee Members

1. _____
Name of Public Schools District Supervisor
2. _____
Name of School Head/ Position
3. _____
Name of School Head/ Position
4. _____
Name of School Head/ Position
5. _____
Name of School Head/ Position
6. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
7. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
8. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
9. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
10. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
11. _____
Name of Secretariat/ Position



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DISTRICT: _____

SENIOR HIGH SCHOOL

District Sub Committee Members

1. _____
Name of Public Schools District Supervisor
2. _____
Name of School Head/ Position
3. _____
Name of School Head/ Position
4. _____
Name of School Head/ Position
5. _____
Name of School Head/ Position
6. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
7. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
8. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
9. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
10. _____
Name of Master Teacher or Key Teacher of the Learning Area / Position
11. _____
Name of Secretariat/ Position