

Department of Education

REGION IV-A CALABARZON SCHOOLS DIVISION OF BATANGAS

03 March 2025

DIVISION MEMORANDUM No. <u>124</u>, s. 2025

All Others Concerned

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

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







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DISTRICT:
JUNIOR HIGH SCHOOL
District Sub Committee Members
Name of Public Schools District Supervisor
2Name of School Head/ Position
3Name of School Head/ Position
4Name of School Head/ Position
5 Name of School Head/ Position
6 Name of Master Teacher or Key Teacher of the Learning Area / Position
7Name of Master Teacher or Key Teacher of the Learning Area / Position
8Name of Master Teacher or Key Teacher of the Learning Area / Position
9Name of Master Teacher or Key Teacher of the Learning Area / Position
10
11Name of Secretariat / Position









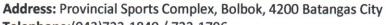
Department of Education

REGION IV-A CALABARZON SCHOOLS DIVISION OF BATANGAS

DISTRICT:
SENIOR HIGH SCHOOL
District Sub Committee Members
1Name of Public Schools District Supervisor
2 Name of School Head/ Position
3Name of School Head/ Position
4Name of School Head/ Position
5 Name of School Head/ Position
6 Name of Master Teacher or Key Teacher of the Learning Area / Position
7Name of Master Teacher or Key Teacher of the Learning Area / Position
8Name of Master Teacher or Key Teacher of the Learning Area / Position
9Name 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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