



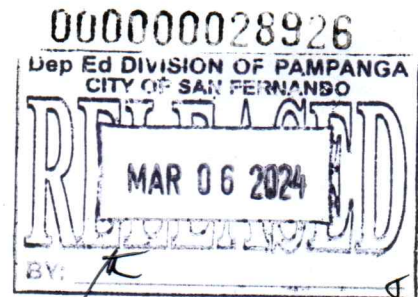
Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 04, 2024

DIVISION MEMORANDUM
No. **152**, s. 2024

**DESIGNATION OF SCHOOL SUB-COMMITTEE FOR RECEIVING AND
VERIFICATION OF DOCUMENTS OF TEACHER-APPLICANTS
FOR THE SCHOOL YEAR 2024 - 2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned



1. Pursuant to DepEd Memorandum No. 19, s. 2022 titled "**The Department of Education Merit Selection Plan**," and in preparation for the accepting and screening teacher applicants for the School Year 2023 -2024. The field is hereby informed about designating qualified school personnel to function as the school sub-committee for receiving and verifying teacher-applicant documents.
2. The composition of the school sub-committee is as follows;
 - a. The sub-committee at the elementary level shall be chaired by the school head with non-teaching personnel as member.
 - b. The sub-committee at the secondary level shall be chaired by the school head with three (3) head teachers in the respective area of specialization/non-teaching personnel as members.
 - c. For schools with Administrative Officer II, he/she shall automatically represent the non-teaching personnel member of the committee.
3. All School Heads are requested to encode the names and contact information of the designated sub-committee through the link on or before March 12, 2024, and attach a scanned copy in PDF format of the accomplished designation of school sub-committee (Enclosure 1): <https://bit.ly/RSAsubcomm>
4. The designated School Sub-Committee for Receiving and Verification of Documents of Teacher-Applicants shall be tasked to perform relevant functions, to wit:
 - a. Assist the Division HRMPSB in the conduct of acceptance and verification of documents of teacher-applicants. Verification of documents shall be its completeness, veracity, accuracy and authenticity.



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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- b. Accomplish and sign the Checklist of Requirements (Enclosure 2) submitted by the teacher-applicants as to the completeness of documents.
- c. Submit the Individual Evaluation Result (IER) (Enclosure 3) of applicants with corresponding documents to the Division Records Section. Soft copy of the summary list of applicants shall be send to hrmplib.pampanga@deped.gov.ph
- d. Submit the verified documents of teacher-applicants to the Division Sub-Committee thru the Division Records Section
- e. Prepare and attach transmittal with consolidated IER of applicants per district (elementary) and cluster (secondary).
- f. School Sub-committee shall assign an application code following this format:

LEVEL	FORMAT	SAMPLE
Kindergarten	KN-District-School-2024	KN-GED-GES-2024
Special Education	SP-District-School-2024	SP-GWD-SAES-2024
Elementary	ES-District-School-2024	ES-BSD-BES-2024
Junior High School	JHS-Cluster-School-2024	JHS-C1-RVFMHS-2024
Senior High School	SHS-Cluster-School-2024	SHS-C4-DJGHS-2024

- g. Central School AO II for elementary and Secondary Cluster Chair for secondary shall consolidate the application in continuous sequence for coding of all applicants in the district/cluster.

NO. OF APPLICANTS	CODE	SAMPLE CODING
10	ES-BSD-BES-2024	ES-BSD-BES-2024-001 - ES-BSD-BES-2024-010
5	ES-BSD-SAES-2024	ES-BSD-SAES-2024-011 - ES-BSD-SAES-2024-015
3	ES-BSD-PES-2024	ES-BSD-PES-2024-016 - ES-BSD-PES-2024-018
7	ES-BSD-MWES-2024	ES-BSD-MWES-2024-019 - ES-BSD-MWES-2024-025

7. Attached enclosure can be downloaded on the given link: <https://bit.ly/PAMP-RSA-ACFORM>

8. For immediate dissemination and compliance.

ROMEO M. ALIP, PhD, CESO Vd
 Schools Division Superintendent



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