



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

February 13, 2025

DIVISION MEMORANDUM
No. /2/, s. 2025

**DESIGNATION OF SCHOOL SUB-COMMITTEE FOR RECEIVING AND
VERIFICATION OF DOCUMENTS OF TEACHER-APPLICANTS
FOR THE SCHOOL YEAR 2025 - 2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
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 2025 -2026. 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 February 19, 2025, and attach a scanned copy in PDF format of the accomplished designation of school sub-committee (Enclosure 1): <https://bit.ly/PAMP-SUBCOM-2526>
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.
 - 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



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.depdpampanga.ph



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- of the summary list of applicants shall be send to hrmpsb.pampanga@deped.gov.ph
- Submit the verified documents of teacher-applicants to the Division Sub-Committee thru the Division Records Section
 - Prepare and attach transmittal with consolidated IER of applicants per district (elementary) and cluster (secondary).
 - School Sub-committee shall assign an application code following this format:

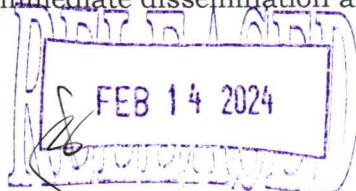
LEVEL	FORMAT	SAMPLE
Kindergarten	KN-District-School-2025	KN-GED-GES-2025
Special Needs Education	SNED-District-School-2025	SP-GWD-SAES-2025
Elementary	ES-District-School-2025	ES-BSD-BES-2025
Junior High School	JHS-Cluster-School-2025	JHS-C1-RVFMHS-2025
Senior High School	SHS-Cluster-School-2025	SHS-C4-DJGHS-2025


- 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 and send the given application number to the applicants via email. The consolidated list of applicants with application code shall be endorsed to the selected Division Sub-committee for evaluation of documents.

NO. OF APPLICANTS	CODE	SAMPLE CODING
10	ES-BSD-BES-2025	ES-BSD-BES-2025-001 - ES-BSD-BES-2025-010
5	ES-BSD-SAES-2025	ES-BSD-SAES-2025-011 - ES-BSD-SAES-2025-015
3	ES-BSD-PES-2025	ES-BSD-PES-2025-016 - ES-BSD-PES-2025-018
7	ES-BSD-MWES-2025	ES-BSD-MWES-2025-019 - ES-BSD-MWES-2025-025

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

- For immediate dissemination and compliance.




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



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(Enclosure 1 to Division Memorandum: Designation of School Sub-Committee)

**Designation of School Sub-Committee for
Receiving and Verification of Documents**

District: _____
School Name: _____
School ID: _____

Name of Employee <i>(FN, MI, LN)</i>	Position Title	Designation as Sub Committee <i>(as Chairperson or Member)</i>

Conforme:

Signature over Printed Name of Member 1

Signature over Printed Name of Member 2

Signature over Printed Name of Member 3

SUBMITTED AND CERTIFIED CORRECT BY:

Signature over Printed Name of the School Head

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

INITIAL EVALUATION RESULT (IER)

Position: _____
 Salary Grade and Monthly Salary: _____
 Qualification Standards:
 Education _____
 Training _____
 Experience _____
 Eligibility _____

No.	Application Code	Names of Applicant	Personal Information									Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Address	Age	Sex	Civil Status	Religion	Disability	Ethnic Group	Email Address	Contact No.		Title	Hours	Details	Years		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Prepared and certified correct by:

 (Name and signature)
 Human Resource Management Officer
 Date: _____

Notes and Instructions for the HRMO:
 a) For the purpose of posting the IER, columns D to M shall be concealed in accordance with RA No. 10163 (Data Privacy Act). The only information that shall be made public are the application codes, qualifications of the applicants in terms of Education, Training, Experience, Eligibility, and Competency (if applicable), and remark on whether Qualified or Disqualified
 b) If the information does not apply to the applicant, please put N/A.