



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

February 27, 2025

DIVISION MEMORANDUM  
No. 100, s. 2025

**DESIGNATION OF DIVISION SUB-COMMITTEE  
FOR HIGHER TEACHING POSITIONS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Section 90 of DepEd Memorandum No. 19, s. 2022 titled "**The Department of Education Merit Selection Plan**," and DepEd Order No. 20, s. 2024 DepEd Order No. 20, s. 2024 **Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions**, the field is hereby informed about designating qualified district/school personnel to function as the school sub-committee for higher teaching positions and assessment of non-classroom observable indicators particularly for Teacher II and Teacher III positions.

2. The composition of the Division sub-committee for higher teaching positions is as follows;

a. For Elementary (District Level)

Chairperson – Assistant Schools Division Superintendent

Member – 1. Public Schools District Supervisor

2. School Head, where the vacancy exists

3. Representative of accredited employee's union/association

4. PESPA President

5. Administrative Officer II

Secretariat – Administrative Assistant

a.1. Elementary Sub-committee on the assessment of Non-Classroom Observable Indicators (NCOIs) per District

1 Master Teacher I

1 Master Teacher II

1 School Head in the District

b. For Secondary (School Level)

Chairperson – Assistant Schools Division Superintendent

Member – 1. Public Schools District Supervisor



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](mailto:pampanga@deped.gov.ph)

Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)



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

---

2. School Head, where the vacancy exists
3. Cluster Chair
4. AO IV/ AO II/ADAS
5. Teacher's Club President

Secretariat – Non-Teaching Personnel

b.1. Secondary Sub-committee on the assessment of Non-Classroom Observable Indicators (NCOIs) per school

- 1 Department Head or Highest Plantilla position in the absence of the Department Head
- 1 Secondary School Head in the District
- 1 Education Program Supervisor

3. 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 comparative assessment of Teacher II and Teacher III applicants. Verification of documents shall be its completeness, veracity, accuracy and authenticity.
- b. Stamped received the submitted documents of applicants. No documents shall be accepted beyond the set deadline.
- c. Accomplish and sign the Checklist of Requirements (Annex C.1) submitted by the teacher-applicants as to the completeness of documents.
- d. Accomplish the Individual Evaluation Result (IER) (Annex D) of applicants and prepare Notice to Qualified Applicants and Disqualified Applicants (Annex E and F).
- e. Compute the points for ETE and Performance of applicants.
- f. Facilitate the conduct of Classroom Observation and Assessment of Portfolio and Behavioral Events Interview (BEI).
- g. Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicants affix their signature to signify their knowledge of and conformity to the process undertaken and the points given to them
- h. Submit to the Records Section the initial Comparative Assessment Result (CAR), Minutes of the meeting and documents of applicants.

4. Submit the copy of Omnibus Designation Attention: ASDS in charge per jurisdiction through the Records on or before March 03, 2025.

5. The template for the omnibus designation for sub-committee to higher teaching positions can be downloaded through this link: <https://bit.ly/3QyYmFp>



---

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](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)

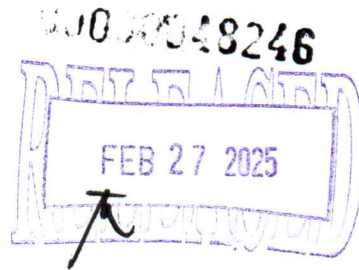


Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

---

6. For immediate dissemination and compliance.

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



---

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](mailto:pampanga@deped.gov.ph)  
Website: [www.depedpampanga.ph](http://www.depedpampanga.ph)