



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

September 18, 2025

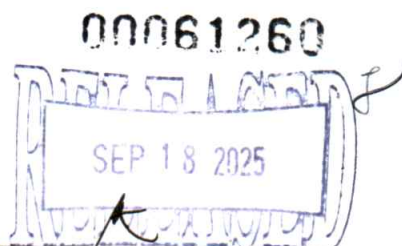
DIVISION MEMORANDUM
No. 564, s. 2025

VIRTUAL MEETING OF THE HRMPSB, DISTRICT, AND SCHOOL SUB-COMMITTEES IN RELATION TO THE CALL FOR APPLICATIONS FOR RECLASSIFICATION OF POSITIONS

To: HRMPSB
District Sub-Committees for Higher Teaching Positions
School Sub-Committees for Higher Teaching Positions
Others Concerned

1. **Anchored to Division Memorandum No. 561, s. 2025, entitled "Call for Applications for Reclassification of Positions (Teacher II-VII, Master Teacher I-V, & Principal II-IV) under DepEd Order No. 24, s. 2025,"** this Office shall convene the Human Resource Merit Promotion and Selection Board (HRMPSB) together with the District and School Sub-Committees through a virtual meeting to ensure a unified, transparent, and efficient conduct of the reclassification process.
2. The meeting shall be held on September 22, 2025, at 8:30 am via MS Teams. The link for the meeting will be sent to the PSDSs for dissemination to the other members of the sub-committees.
3. The following shall be discussed:
 - a. Orientation on the provisions of Division Memorandum No. 561, s. 2025 anchored with DepEd Order 24, s. 2025;
 - b. Roles and responsibilities of the HRMPSB, District, and School Sub-Committees;
 - c. Timeline and workflow of evaluation, observation, portfolio assessment, and BEI;
 - d. Protocols for submission of soft and hard copies of evaluation results; and
 - e. Other matters relevant to the conduct of reclassification.
4. Attendance of all members of the HRMPSB, District, and School Sub-Committees is a must to ensure consistent implementation of policies and guidelines.
5. For information and compliance of all concerned.

AOAS/09-062-202



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