



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

January 26, 2026

DIVISION MEMORANDUM
No. 060, s. 2026

**DESIGNATION OF SCHOOL SUB-COMMITTEE FOR RECEIVING AND
VERIFICATION OF DOCUMENTS OF TEACHER-APPLICANTS
FOR THE SCHOOL YEAR 2026 - 2027**

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 2026 -2027. 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 January 30, 2026 and send a signed copy of Enclosure 1 in pdf file to **hrmpsb.pampanga@deped.gov.ph**. Link for the school sub-committee: <https://bit.ly/PAMP-SCHOOLSUBCOM-2627>
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



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of the summary list of applicants shall be send to
hrmpsbs.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-2026	KN-GED-GES-2026
Special Needs Education	SNED-District-School-2026	SP-GWD-SAES-2026
Elementary	ES-District-School-2026	ES-BSD-BES-2026
Junior High School	JHS-Cluster-School-2026	JHS-C1-RVFMHS-2026
Senior High School	SHS-Cluster-School-2026	SHS-C4-DJGHS-2026

- 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 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-2026	ES-BSD-BES-2026-001 - ES-BSD-BES-2026-010
5	ES-BSD-SAES-2026	ES-BSD-SAES-2026-011 - ES-BSD-SAES-2026-015
3	ES-BSD-PES-2026	ES-BSD-PES-2026-016 - ES-BSD-PES-2026-018
7	ES-BSD-MWES-2026	ES-BSD-MWES-2026-019 - ES-BSD-MWES-2026-025

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

8. For immediate dissemination and compliance.

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JAN 27 2026

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 Schools Division Superintendent



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