



Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

29 May 2023

**DIVISION MEMORANDUM**

No. 202 s. 2023

**CREATION OF SUB-COMMITTEES FOR THE ASSESSMENT OF VACANCIES FOR  
 TEACHER III AND TEACHER II POSITIONS**

TO : Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Human Resource Merit Promotion & Selection Board  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 All Others Concerned

1. Pursuant to DepED Order No. 7 s. 2023 and DepED Order No. 19 s. 2022 re: Guidelines on Recruitment, Selection and Appointment in the Department of Education and DepED Merit Selection Plan, this Office creates Sub-Committees for the assessment of Teacher III and Teacher II positions to assist the Human Resource Management Officer (HRMO) and Human Resource Merit Promotion & Selection Board (HRMPSB) in the receipt of applications, initial evaluation, and comparative assessment of applicants per DepEd Order No. 66 s. 2007.

1. The following are the composition of Sub-Committees:

a) Elementary: District Selection Sub- Committee

Chairperson : Public School District Supervisor  
 Members : President, School Heads' Association  
 President, Teachers' Association  
 Two (2) Master Teachers  
 Secretariat : Administrative Officer II and other Non-Teaching  
 Personnel

b) Secondary: School Selection Sub-Committee

*Implementing Units -*

Chairperson : School Head  
 Members : One (1) Department Head  
 President, Teachers' Association  
 One (1) Master Teacher  
 Administrative Officer  
 Secretariat : Non- teaching Personnel

*Non-Implementing Units -*

Chairperson : School Head  
 Members : One (1) Head Teacher or Teacher  
 President, Teachers' Association  
 Two (2) Teachers  
 Secretariat : Non- teaching Personnel  
*(The School Head will take charge for those schools without  
 non-teaching personnel)*





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2. Public Schools District Supervisors/Secondary School Heads are advised to submit the composition of their respective sub-committees to the Human Resource Management Office not later than May 31, 2023.
3. For wide dissemination, guidance and strict compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, DepEd Order No. 19, s. 2022

To be indicated in the Perpetual Index  
Under the following subjects:  
**ASSESSMENT COMMITTEE**

MBL/DM- Announcement of Vacancies  
01 / May 29, 2023