



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

December 4, 2023

DIVISION MEMORANDUM
NO. 282, S.2023

Asst. Schools Division Superintendent
SGOD and CID Chief
SDO Functional Area Heads
Education Program Supervisors
PSDS/OIC PSDS
Elementary and Secondary School Heads
All Others Concerned

**DESIGNATION OF DIVISION HRMPSB SUB-COMMITTEE
FOR THE ASSESSMENT OF TEACHER II AND III POSITIONS
IN ELEMENTARY DISTRICT AND SECODARY SCHOOL LEVELS**

1. The Department of Education have issued the Merit Selection Plan through DepEd Order No. 19,s.2022 which establishes a competency-based selection and placement of DepEd employees.
2. Item 82 of aforementioned DepEd Order provides for functions and responsibilities of the Appointing Authority which includes among others the designation of sub-committee/s:

Item 82.b of DepEd Order 19,s.203:

Designate sub-committee/s, insofar as practicable, to assist in the receipt of applications, initial evaluation, and comparative assessment of applicants. This shall be done in close coordination with the HRMO and HRMPSB. The designation shall bear the specific duties and responsibilities to be performed by the sub-committee/s.



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3. In view of the foregoing, the HRMPSB Sub-Committee shall be composed of the following:

Secondary Implementing Units:

Chairperson:
Public Schools District Supervisor/OIC-PSDS
Members:
Secondary School Principal
Department Head where the vacancy exists
Master Teacher of the Department where the vacancy exists
Representative Teachers' Association

For Elementary and Secondary Non-Implementing Units:

Chairperson:
Public Schools District Supervisor/OIC-PSDS
Members:
School Head of Central School
School Head of the School where vacancy exists
Elementary/Secondary Head teacher or Master Teacher
Representative Teachers' Association

4. The HRMPSB Sub-Committee shall assist the Division HRMPSB in the judicious and objective selection for Teacher II and III positions in accordance with their roles to include, but not limited to, the following:

- a. Assist the Division HRMPSB in the evaluation of the qualification of all applicants in accordance with DepEd Order No. 19,s.2023, the provisions of the ORAOHRA, and relevant hiring guidelines;
- b. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant Teacher II and III positions;
- c. Submit to the Division HRMPSB the result of the comparative assessment and the Minutes of the Deliberation;



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- d. Maintain fairness and impartiality in the assessment of applicants;
 - e. Respond to queries and/or complaints pertaining to the comparative assessment in the school level;
 - f. Perform other related functions as may be assigned.
5. The HRMPSB Sub-Committee shall conduct comparative assessment in the school level in close coordination with the Division HRMPSB and HRMO. No assessment shall be conducted without the memorandum coming from the appointing authority.
6. The result of the assessment conducted by the Sub-Committee shall be reviewed and deliberated on by the Division HRMPSB and shall submit to the appointing authority the CAR/CAR-RQA, highlighting top five (5) ranking candidates or less, and the Minutes of Deliberation.
7. It is hereby directed that the names of the HRMPSB Sub-Committee per District and Secondary Implementing Units be submitted to the Office of the Schools Division Superintendent for evaluation and approval not later than December 15, 2023.
8. For information, guidance, and strict compliance.
9. Widest dissemination of this Memorandum is enjoined.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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