



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED
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March 7, 2024

Division Memorandum
No. 85, s. 2024

**CONSTITUTION OF DISTRICT SELECTION SUB-COMMITTEES, ELEMENTARY & SECONDARY
FOR TEACHER-II & TEACHER-III**

**TO: Public Schools District Supervisors
Other Personnel Concerned**
This Division

- In adherence to DepEd Order No. 7, series 2023 entitled, "Guidelines on Recruitment, Selection & Appointment in the Department of Education" and to ensure continuous and efficient enlisting of positions for appointment and promotion, this office hereby inform the field of the constituted District Selection Sub-Committees for Teacher-II & Teacher-III effective immediately.
- Members of the District Selection Sub-Committees shall:
 - Assist in the conduct of the initial evaluation of applicants upon receipt of a Division Memorandum for the said activity;
 - Receive documents from the applicants;
 - Assign venue for the initial evaluation and document assessment;
 - Observe proper health and safety protocols;
 - Inform all applicants on the activities to be undertaken in relation to hiring;
 - Develop and conduct further assessment such as behavioral events interview and skills test;
 - Maintain fairness and impartiality in the assessment of applicants' documents;
 - Review & Validate the completeness and authenticity and accuracy of the documents submitted;
 - Submit and present to the Division HRMP SB the minutes of deliberation and Comparative Assessment Result (CAR) following the template provided and duly signed by the Sub-Committee Members;
 - Keep a copy of the result of the initial evaluation and assessment of documents in the district for future reference;
 - Perform other related functions as may be assigned.
- All members of the sub-committees shall perform their respective duties and functions set forth in the guidelines.
- Attached is the list of District Selection Sub-Committees, Elementary & Secondary for TEACHER-II & TEACHER-III labeled Annex A.
- Strict compliance, immediate and wide dissemination of this Memorandum is enjoined.

LOURMA I. POCULAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

DG Baluyot/Constitution of the District Selection Sub Committees
March 7, 2024



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