



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

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 DAVAO DE ORO  
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Office of the Schools Division  
 Superintendent

November 6, 2024

**DIVISION MEMORANDUM**

No. 1080, s. 2024

**CONSTITUTION OF SUB-COMMITTEE IN THE SCHOOLS**

TO: Public Schools District Supervisor/  
 District Coordinating Principals  
 Elementary & Secondary School Heads  
 All Others Concerned

1. This is in reference to Division Memorandum No. 1057, s. 2024 dated November 4, 2024 titled Call for Pertinent Papers for Higher Teaching Positions for Natural Vacancies.
2. In view of this, schools are hereby advised to constitute Sub-Committee to evaluate and rank higher teaching positions such as Teacher II, Teacher III and Special Education Teacher positions, except Master Teacher positions. Pending the issuance of new guidelines, the applicants shall be ranked using DepEd Order No. 66, s. 2007 dated September 17, 2007.
3. The School Sub-Committee shall be composed of the following:

Elementary Schools:  
 Chairperson: School head  
 Members: Four (4) members from among the Grade Level Chairpersons

Secondary School with existing department heads:  
 Chairperson: School head  
 Members: Department Head where vacancy exists  
 Department Head  
 Administrative Officer II/IV  
 President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated creditable competence.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
 Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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Effectivity	09.12.22	Page	1 of 2



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In case there will be no applicants from the elementary school where vacancy exists, the district head shall be the chairperson, and he/she shall designate four (4) members from among the school heads.

4. Attached is the sample template of the Ranking of Qualified Applicants for higher teaching positions.
5. For your information and compliance.

By the Authority of the  
OIC, Schools Division Superintendent:

**NORBERTO S. MANLANGIT, MPA**  
Administrative Officer V  
Officer-In-Charge

*Encl.: As stated*

*Reference:*

*FN: Memo School Sub-Committee*



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**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF DAVAO DE ORO

**COMPARATIVE ASSESSMENT RESULT-REGISTRY OF QUALIFIED APPLICANTS**

for the position: \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**Item No/s:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

No.	Name	Performance Rating <i>(35 pts)</i>	Experience <i>(5 pts)</i>	Oustanding Accomplishment (Meritorious Accomplishments) <i>(20 pts)</i>	Education <i>(25 pts)</i>	Training <i>(5 pts)</i>	Potential <i>(5 pts)</i>	Psycho-Social Attributes <i>(5 pts)</i>	Total <i>(100 pts)</i>	Remarks
1										
2										
3										
4										
5										
	---nothing follows---									

School/District Sub-Committee:

\_\_\_\_\_ Chairperson      \_\_\_\_\_ Member      \_\_\_\_\_ Member      \_\_\_\_\_ Member      \_\_\_\_\_ Member