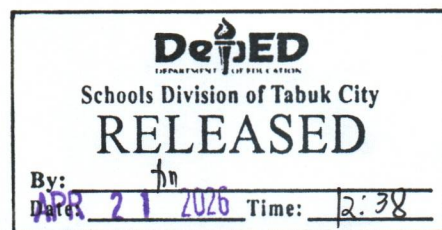




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

April 17, 2026

DIVISION MEMORANDUM

No. 160 s. 2026

COMPOSITION OF THE HRMPSB DISTRICT SUB-COMMITTEE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s. 2023), the HRMPSB District Sub-Committee is hereby constituted effective immediately:

Chairperson:

- a. **Public Schools District Supervisor** of the District where the vacancy exists

Members:

- b. **School Head** of the school where the vacancy exists
- c. **Master Teacher/Proficient Teacher** in the school where the vacancy exists
- d. **President of the School Teachers Association**

Secretariat:

Administrative Officer-II of the school where the vacancy exists

2. In accordance with Section 33 of DepEd Order 7, s. 2023, entitled "Guidelines on Recruitment, Selection and Appointment in the Department



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DepEd Tayo Tabuk City





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of Education”, the Head of Office may designate Sub-Committee/s in the schools, districts and offices, as deemed practicable, to assist the HRMO of the conduct of the initial evaluation and perform functions as maybe defined by the HRMO such as document review and appreciation as well as verification of authenticity and veracity of application documents, subject to further review and validation of the HRMO. The Sub-committee/s, however, shall only serve as assistorial body. The HRMO shall maintain full responsibility in the result of the initial evaluation, and therefore, shall be responsible in responding queries and clarifications pertaining to the initial evaluation.

3. Further, in line with Section 40 of DepEd Order No. 20, s. 2024, entitled, Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions, the SDS may designate sub-committee/s in the districts, or offices, as deemed practicable, to assist the HRMPSB in the process of comparative assessment. The sub-committee/s, shall only serve as assistorial body. The HRMPSB shall maintain full responsibility and accountability in the results of the comparative assessment, and therefore, shall be responsible in responding to queries and complaints pertaining to the comparative assessment.
4. Attached herewith is the Comparative Assessment Result (CAR) to be used by the District Sub-Committee in reporting the results of the comparative assessment.
5. To ensure the timely conduct of Recruitment, Selection, and Appointment, the attendance of the Sub-Committee members and secretariat during the comparative assessment is required as part of their jury duty.
6. Immediate dissemination of and strict compliance with this memorandum is hereby directed.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent 



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Annex 12

COMPARATIVE ASSESSMENT RESULT (CAR)

Position: _____
 Schools Division Office: _____

Date of Final Deliberation _____

Name of Applicant	Application Code	COMPARATIVE ASSESSMENT RESULTS							Remarks	For Background Investigation (Y/N)		For Appointment (To filled out by the Appointing Officer/ Authority, please sign appropriate username of the applicant)	Status of Appointment (based on availability of PBET/LET/LSPT)
		Education (10 pts)	Training (10 pts)	Experience (10 pts)	Performance (10 pts)	PPST COIs (Classroom Observation/ Demo Teaching) (25 pts)	PPST NCOIs (Portfolio Annotation and BEI) (15 pts)	Total (100pts)		Yes	No		
1 Juan C. Dela Cruz													

We, the District Sub-Committee, hereby certify that the above entries are true, accurate and reflective of the results of the comparative assessment of applicants conducted on _____.

 (Member – Teacher Representative) (Member - Master/ Proficient Teacher) (Member – School Head) (Chairperson – PSDS)



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