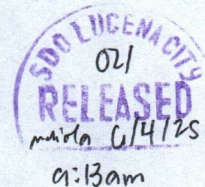




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



03 Jun 2025

DIVISION MEMORANDUM

No. 208, s. 2025

**AD HOC COMMITTEE TO EXPEDITE THE RECRUITMENT, SELECTION, AND
APPOINTMENT OF TEACHERS TO HIGHER TEACHING POSITIONS IN
SELECTED SCHOOLS WITH VACANT PLANTILLA ITEMS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
EPSs and PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

1. In adherence to the order of immediate filling up of vacant higher teaching positions in SDO Lucena City and in reference to the **DepEd Order No. 20, s. 2024** "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", the Human Resource Merit Promotion and Selection Board (HRMPSB) created this **ad hoc committee**:

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)		
POSITION	PRIMARY	ALTERNATE
Chairperson	EDENIA O. LIBRANDA Assistant Schools Division Superintendent	
Vice-Chairperson	BENJIE C. RIVERA Administrative Officer V	MARIA KATHERINE A. PANGANIBAN Administrative Officer V/ Budget Officer RHEA A. GALLANO - MOJICA Accountant III
Members	EPIFANIA F. CARANDANG Chief – School Governance and Operations Division (SGOD)	KARINA R. BAUTISTA Education Program Supervisor BELEN M. ANDAL Senior Education Program Specialist
	MYLA K. MENDIOLA OIC - Chief Curriculum Implementation Division (CID)	REY MARK R. QUEAÑO Public Schools District Supervisor DEXTER M. VALLE Education Program Supervisor
	GLENNA M. HABITO Administrative Officer IV / HRMO	EUNICE D. KING Administrative Officer II MARIDEL S. BIBIT Administrative Assistant III


AD HOC COMMITTEE	
ROLE IN THE COMMITTEE	RESPONSIBLE PERSONNEL
Publication and Posting of Vacancies	GLENNA M. HABITO AO IV/ HRMO
Submit and Receipt Application Documents	Personnel Unit/HRMPSB Secretariat
Conduct Initial Evaluation of the Qualifications of Applicants	GLENNA M. HABITO AO IV/ HRMO
Conduct of Comparative Assessment of Applicants (Education, Training, Experience, and Performance)	HRMPSB MEMBERS ASSIGNED FOR THE LEVEL (PRE-ELEM/ELEM/JHS/SHS) WITH VACANT POSITION
Conduct of Comparative Assessment of Applicants (Classroom Observable Indicators and Non-Classroom Observable Indicators)	Assessors: EPIFANIA F. CARANDANG Chief – School Governance and Operations Division (SGOD) REY MARK R. QUEAÑO Public Schools District Supervisor XANDRA LEAH S. DAMES Principal I, Lucena East VI Elementary School MAY GRACE D. SALAZAR Master Teacher I OIC-Principal, LCNHS-Mayao Castillo Extension SCHOOL HEAD/MASTER TEACHER(S) OF SCHOOL WITH VACANT POSITION
Comparative Assessment Result	HRMPSB MEMBERS AND SECRETARIAT ASSIGNED FOR THE LEVEL (PRE-ELEM/ELEM/JHS/SHS) WITH VACANT POSITION

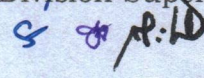
2. To expedite the process of Recruitment, Selection, and Appointment to Higher Teaching Positions, the schedule below will be followed:

DATE	ACTIVITIES
June 9 – 13, 2025	<ul style="list-style-type: none"> • Conduct Initial Evaluation of the Qualifications of Applicants • Conduct of Comparative Assessment of Applicants (Education, Training, Experience, and Performance)
June 17 – 18, 2025	<ul style="list-style-type: none"> • Conduct of Comparative Assessment of Applicants (Classroom Observable

	Indicators and Non-Classroom Observable Indicators)
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3. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
 Schools Division Superintendent



OSDS/PER / GMH /
 044 / 06/03/2025

DM - AD HOC COMMITTEE TO EXPEDITE THE RECRUITMENT, SELECTION,
 AND APPOINTMENT OF TEACHERS TO HIGHER TEACHING POSITIONS IN
 SELECTED SCHOOLS WITH VACANT PLANTILLA ITEMS