



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

February 10, 2025

**DIVISION MEMORANDUM**  
No. **074**, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 072 s. 2025**  
**TITLED RECOMPOSITION OF THE DIVISION SUB-COMMITTEES AND SECRETARIAT**  
**ON THE RECRUITMENT, EVALUATION AND SELECTION OF APPLICANTS FOR**  
**TEACHER I POSITIONS FOR SY 2025-2026**

- TO:** OIC - Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Members of Human Resource Merit Promotion and Selection Board (HRMPSB)  
All Others Concerned
1. In order to assure the completeness, authenticity, and veracity of the documentary requirements of Teacher I applicants for SY 2025-2026, this Office is requesting the field to create District Sub-Committee effective immediately.
  2. The District Sub-Committee has the following responsibilities:
    - a. Accept the documents of the applicants officially residing in the barangay;
    - b. Check/review the documents as to completeness, authenticity and veracity;
    - c. Endorse the list of applicants to the Division Sub-Committee
  3. Expenses relative to the conduct of the said activity are chargeable against local funds subject to usual accounting and auditing rules and regulations.
  4. Other provisions of the aforementioned Memorandum remain in effect.
  5. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: None.

Reference: Division Memorandum (No.072 s. 2025)

To be indicated in the Perpetual Index  
Under the following subjects:

EVALUATION

RANKING

SELECTION



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>