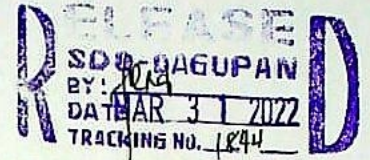




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**DIVISION MEMORANDUM**  
No. 104, s. 2022

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Administrative Officers  
School Heads  
Teachers and Non-Teaching Personnel  
Others Concerned

DATE: March 31, 2022

SUBJECT: **COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

This office hereby designates the following officials to compose the Division HRMPSB:

Chairperson: **MARCIANO U. SORIANO, JR. CESO VI**  
*Assistant Schools Division Superintendent*

Regular Members: **MYREL ANGELICA N. LOPEZ**  
*Administrative Officer V*

**JENNETTE A. SISON**  
*Administrative Officer IV*

Representative  
Members: Division Chief/Unit Head/School Head where the vacancy exists  
President, NEU Division Chapter (for non-teaching positions)  
President, NOPTI Division Chapter (for teaching positions)  
President, MTAD (for Master Teacher positions)  
*President, NAPSSHI/PESPA Division Chapter*  
*(for school head positions)*



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone No: (075) 615-2645 | 615-2649  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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Republic of the Philippines  
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REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

The HRMPSB shall assist the SDS in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:

- a. *Develop the System of Ranking Positions (SRP) which shall be submitted for approval of the appointing authority, copy furnished the CSC and its field offices for reference purposes;*
- b. *Recommend to the appointing authority the designation of sub- committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;*
- c. *Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;*
- d. *Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;*
- e. *Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;*
- f. *Submit to the appointing authority the CAR/ RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;*
- g. *Maintain fairness and impartiality in the assessment of applicants;*
- h. *Respond to queries and/or complaints pertaining to the comparative assessment results;*
- i. *Recommend areas of improvement to the DepEd Central Office, through proper channels, on the recruitment, selection, and placement policies;*
- j. *Craft internal guidelines on recruitment, selection and placement (RSP) to address gaps identified; and*
- k. *Perform other related functions as may be assigned.*

*This designation shall be valid for one year from date of issuance. Undersigned may, however, reconstitute the board anytime as deemed necessary.*

For information, guidance and compliance.

  
**AGUEDO C. FERNANDEZ, CESO V**  
Schools Division Superintendent



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