



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
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**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 72, s. 2024

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

Date: February 20, 2024

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

In consonance with DepEd Order No. 19, s. 2022, otherwise known as the Department of Education Merit Selection Plan, this Office hereby designates the following Officials to compose the Division Human Resource Merit Promotion and Selection Board (HRMPSB) for the first and second level positions:

	HRMPSB (First Level Positions)	HRMPSB (Second Level Positions)
Chairperson	ANNA LIZA M. CHAN OIC-Assistant Schools Division Superintendent	ANNA LIZA M. CHAN OIC-Assistant Schools Division Superintendent
Members:	EDILBERTO R. ABALOS Chief Education Supervisor-SGOD	EDILBERTO R. ABALOS Chief Education Supervisor-SGOD
	MYREL ANGELICA N. LOPEZ Administrative Officer V	MYREL ANGELICA N. LOPEZ Administrative Officer V
	JENNETTE A. SISON Administrative Officer IV	JENNETTE A. SISON Administrative Officer IV
	School Head or Chief of Division where the vacancy Exists:	School Head or Chief of Division where the vacancy Exists:
	OSDS: Unit Head concerned	OSDS: Unit Head concerned
	CID: MARIA LINDA R. VENTENILLA Chief Education Supervisor-CID	CID: MARIA LINDA R. VENTENILLA Chief Education Supervisor-CID
	SGOD: EDILBERTO R. Chief Education Supervisor-SGOD	SGOD: EDILBERTO R. Chief Education Supervisor-SGOD
	SCHOOL: School Principal	SCHOOL: School Principal



Address: Burgos St., Poblacion Oeste, Dagupan City
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Department of Education

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**Office of the Schools Division
 Superintendent**

	First Level Positions	Second Level Positions
Members:	Representative of Accredited Employees Association (for First Level Positions)	Representative of Accredited Employees Association (for Second Level Positions)
	Representative of NEU belonging to the First level employees	ATTY. JOSE Q. OVIEDO Attorney III President, NEU Division Chapter
		DIGNO S. LOZANO Master Teacher II President, NOPTI Division Chapter
		SALVACION S. MALANUM Master Teacher II President, MTAD
		MA. RITA TERESA V. RIÑOZA School Principal IV President, PESPA Division Chapter
		WILLY U. GUIEB School Principal IV President, NAPSSHI Division Chapter

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. Perform other related functions as may be assigned.



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**Office of the Schools Division
Superintendent**

The 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.

ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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