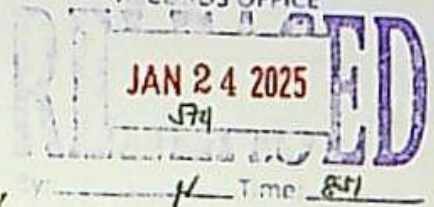




Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
 RECORDS OFFICE



Office of the Schools Division  
 Superintendent

January 23, 2025

**DIVISION MEMORANDUM**  
 No. 036, s. 2025

**COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR ALL TEACHING POSITIONS**

- 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

1. In compliance with DepEd Order No. 21, s. 2024 titled *Amendments to DepEd Order No. 007, s. 2023* and DepEd Order No. 20, s. 2024 titled *Guidelines on Recruitment, Selection and Appointment to Higher Teaching Positions*, this office hereby designates the following officials to compose the special set of Division Human Resource Merit Promotion and Selection Board (HRMPSB) for all teaching positions:

<b>Chairperson:</b>	<b>ANNA LIZA M. CHAN</b> Supervising Education Program Specialist OIC, Office of the Assistant Schools Division Superintendent
<b>Members:</b>	<b>MARIA LINDA R. VENTENILLA</b> <i>Chief Education Supervisor - CID</i>
	<b>MYREL ANGELICA N. LOPEZ</b> <i>Administrative Officer V</i>
	<b>JENNETTE A. SISON</b> <i>Administrative Officer IV</i>
	<b>Representative of accredited employee's union/association belonging to the teaching group</b>
	<b>School Head Where The Vacancy Exists</b>
<b>Secretariat:</b>	<b>MARK LAMBERT C. BATO</b> - Administrative Assistant III <b>ARIANE MAE S. OLLADO</b> - Administrative Assistant II




Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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

Office of the Schools Division  
Superintendent

2. 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.
3. This designation shall be valid for one year from date of issuance. The undersigned may, however, reconstitute the board anytime as deemed necessary.
4. For information, guidance and compliance.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent