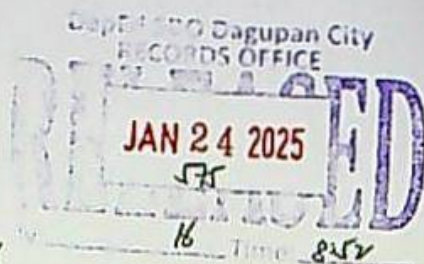




Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
 Superintendent

January 23, 2025

DIVISION MEMORANDUM

No. 037, s. 2025

COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR NON-TEACHING, RELATED TEACHING AND SCHOOL ADMINISTRATION POSITIONS (NTRTSA)

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

- In compliance with DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan*, this office hereby designates the following officials to compose the special set of Division Human Resource Merit Promotion and Selection Board (HRMPSB) for non-teaching, related teaching, and school administration positions:

	HRMPSB (First Level Positions)	HRMPSB (Second Level Positions)
Chairperson:	ANNA LIZA M. CHAN Supervising Education Program Specialist Officer-In-Charge Office of the Assistant Schools Division Superintendent	ANNA LIZA M. CHAN Supervising Education Program Specialist Officer-In-Charge Office of the Assistant Schools Division Superintendent
Members:	EDILBERTO R. ABALOS <i>Chief Education Supervisor - SGOD</i>	EDILBERTO R. ABALOS <i>Chief Education Supervisor - SGOD</i>
	MYREL ANGELICA N. LOPEZ <i>Administrative Officer V</i>	MYREL ANGELICA N. LOPEZ <i>Administrative Officer V</i>
	JENNETTE A. SISON <i>Administrative Officer IV</i>	JENNETTE A. SISON <i>Administrative Officer IV</i>
	<i>School Head or Chief of Division Where the Vacancy Exists:</i>	<i>School Head or Chief of Division Where the Vacancy Exists:</i>
	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



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

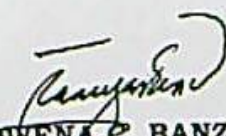


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	SGOD: EDILBERTO R. ABALOS Chief Education Supervisor - SGOD	SGOD: EDILBERTO R. ABALOS Chief Education Supervisor - SGOD
	SCHOOL: School Principal	SCHOOL: School Principal
Members:	Representative of Accredited Employees Association (for First Level Positions):	Representative of Accredited Employees Association (for Second Level Positions):
	Representative of NEU belonging to the first level employees	ATTY. JOSE O. OVIEDO Attorney III President, NEU Division Chapter
Secretariat:	MARK LAMBERT C. BATO – Administrative Assistant III ARIANE MAE S. OLLADO – Administrative Assistant II	

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



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