



DepEd SDO Dagupan City
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Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY By: _____ # _____ Time: 2:16

Office of the Schools Division
Superintendent

June 22, 2026

DIVISION MEMORANDUM

No. 302, s. 2026

RECONSTITUTION OF THE 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

1. 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 Position)	HRMPSB (Second Level Position)
Chairperson:	ANNA LIZA M. CHAN, CESE Assistant Schools Division Superintendent	ANNA LIZA M. CHAN, CESE Assistant Schools Division Superintendent
Members:	LIEZL S. CANCINO Chief Education Supervisor - SGOD	LIEZL S. CANCINO Chief Education Supervisor - SGOD
	MYREL ANGELICA N. LOPEZ Administrative Officer V	MYREL ANGELICA N. LOPEZ Administrative Officer V
	CHELSEA M. PARAS Administrative Officer IV	CHELSEA M. PARAS Administrative Officer IV
	<i>School Head or Chief of Division Where the vacancy exist:</i>	<i>School Head or Chief of Division Where the vacancy exist:</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
	SGOD: LIEZL S. CANCINO Chief Education Supervisor - SGOD	SGOD: LIEZL S. CANCINO Chief Education Supervisor - SGOD



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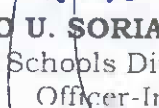


Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
 Superintendent

	SCHOOL: School Principal	SCHOOL: School Principal
Members:	<i>Representative of Accredited Employees Association (for First Level Positions):</i>	<i>Representative of Accredited Employees Association (for 2nd Level Positions):</i>
	Representative of NEU belonging to the first level employees	ATTY. JOSE O. OVIEDO Attorney III President – NEU Division Chapter
Secretariat:	CZAR ODELL B. BOHOL - 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/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; and
 - j. Perform other related functions as may be assigned.
3. This designation shall be valid for one year from the date of issuance. The undersigned may, however, reconstitute the board anytime as deemed necessary.
4. For information, guidance and compliance.


MARCIANO U. SORIANO JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Schools Division Superintendent



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