



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 11, 2022

DIVISION MEMORANDUM

No. 228, s. 2022

RECOMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Section/Unit Heads, Schools Division Office

1. Pursuant to CSC MC 14, s. 2018 (2017 Omnibus Rule on Appointments and Other Human Resource Actions, Revised 2018), the composition of the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) is as follows:

Chairperson: **Ma. Lunie B. Sampani**, Officer-in-Charge, Office of the Assistant Schools Division Superintendent

Members:

1. Head of Organizational Unit where vacancy exists
2. Mrs. Ma. Sharon S. Barrientos, Administrative Officer IV/HRMO
3. Mrs. Josephine T. Manuel, representative, 1st level rank and file employees
4. Dr. Reynaldo D. Azcarraga, representative, 2nd level rank and file employees
5. Mr. Kenneth D. Anoché, EPS- II(ALS), OIC, Office of the Administrative Officer V



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Secretariat: Personnel Unit and ASDS staff

2. The Division HRMPSB shall have the following duties and responsibilities, to wit:
 - 2.1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a.) Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b.) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - 2.2. Disseminate screening procedure and criteria for selection to all DepEd officials, employees and interested applicants. Any modification of the procedure and criteria for selection shall, likewise, be properly disseminated.
 - 2.3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
 - 2.4. Evaluate and deliberate en banc the qualifications of those listed in the selection lineup.
 - 2.5. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.



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- 2.6. Maintain records of the deliberation which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
 - 2.7. Orient DepEd officials and employees pertaining to policies relative to the personnel actions, including the gender and development dimensions of the Merit Selection Plan.
3. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, EdD, CESO V
Schools Division Superintendent

HR/Admin



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