



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

May 16, 2023

DIVISION MEMORANDUM
No. **221** s. 2023

CORRIGENDUM TO DIVISION MEMO NO. 197, S. 2023 (RECONSTITUTION AND DESIGNATION OF THE SCHOOLS DIVISION OFFICE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB))

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Relative to Division Memorandum No. 197, s. 2023, dated May 3, 2023, titled **Reconstitution and Designation of the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB)**, all concerned are hereby informed of the following changes :

From :

Additional Members:	Principal member	Alternate member
Representatives	For Teaching Positions: For Elementary: LORNA V. BONILLA President, PESPA For Secondary: JOHNNY P. PUGON President, CADASSA	MERCY B. BARROA CHARLIE D. BEGAS
	For School Administration, and Teaching-Related Positions: REYNALDO D. AZCARRAGA President, CAPSTEA	LOURDES V. OROPIO

Secretariat:

AGNES B. GALLARDO, Administrative Assistant III
CHERRY V. AMINOSO, Administrative Assistant III
MARY JOY F. BONALES, Administrative Aide VI
CHRISTINE ABEGAIL DEGALA, Administrative Aide VI



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To:

Additional Members:	Principal member	Alternate member
Representatives	For Teaching Positions: For Elementary: ROBAN B. REY President, ACT Capiz Union For Secondary: JOHNNY P. PUGON President, CADASSA	NEBUCHADNEZAR C. ALLER CHARLIE D. BEGAS
	For School Administration, and Teaching-Related Positions: For Elementary: LORNA V. BONILLA President, PESPA For Secondary: REYNALDO D. AZCARRAGA President, CAPSTEA	MERCY B. BARROA LOURDES V. OROPIO

Secretariat:

EMMANUEL V. LATI, Information Technology Officer I


AGNES B. GALLARDO, Administrative Assistant III

CHERRY V. AMINOSO, Administrative Assistant III

MARY JOY F. BONALES, Administrative Aide VI

CHRISTINE ABEGAIL DEGALA, Administrative Aide VI

2. All other provisions in the previous memorandum remain the same.
3. Immediate dissemination of this Memorandum is directed.


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



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

May 3, 2023

DIVISION MEMORANDUM

No. **197** s. 2023

**RECONSTITUTION AND DESIGNATION OF THE SCHOOLS DIVISION OFFICE
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In view of the recruitment, selection, appointment, and other related personnel actions of this office, and pursuant to CSC MC No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), and DepEd Order No. 19, s. 2022 titled Department of Education Merit Selection Plan, the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted, to wit:

Chairperson	MA. LUNIE B. SAMPANI, CPA, MPA OIC – Office of the Assistant Schools Division Superintendent	
Members:	Principal member	Alternate member
Chief of the School Governance and Operations Division	MARLON P. DESTREZA, EdD Chief Education Supervisor-SGOD	EDNA B. AZCARRAGA, PhD Education Program Supervisor - SGOD
School Head or Chief of Division where the vacancy exists	School Head	Asst. School Principal/School's Administrative Officer/Designated representative of the school head
	Chief of Division	Designated Representative of the Chief of the Division
Administrative Officer V	KENNETH D. ANOCHE EPS II-ALS OIC, Office of the Administrative Officer V	RONALD D. DILE Senior Education Program Specialist - M & E, SGOD



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Administrative Officer IV -HRMO	MA. SHARON S. BARRIENTOS Administrative Officer IV /HRMO	IMMACULADA J. AMORES Senior Education Program Specialist – HRDD, SGOD
Additional Members:	Principal member	Alternate member
Representatives	For Teaching Positions: For Elementary: LORNA V. BONILLA President, PESPA For Secondary: JOHNNY P. PUGON President, CADASSA	MERCY B. BARROA CHARLIE D. BEGAS
	For Non-Teaching Positions: Level 1: RANDY ALANTUSON Administrative Assistant III Level 2: MAY EVAN DELA CRUZ Administrative Officer II	MARJORIE GERAPUSCO Administrative Assistant III SCARLETTE SALAZAR Administrative Officer II
	For School Administration, and Teaching-Related Positions: REYNALDO D. AZCARRAGA President, CAPSTEA	LOURDES V. OROPIO
Secretariat:		
AGNES B. GALLARDO , Administrative Assistant III		
CHERRY V. AMINOSO , Administrative Assistant III		
MARY JOY F. BOÑALES , Administrative Aide VI		
CHRISTINE ABIGAEAL DEGALA , Administrative Aide VI		

2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their responsibilities, such as:



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- a. Develop a System of Ranking Positions (SRP) which shall be submitted for approval of the appointing officer / authority, copy furnished the CSC and the field offices for reference purposes;
 - b. Recommend to the appointing officer / authority the designation of the subcommittee/s and technical working group/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 the MSP policy, and 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, skill test, behavioral events interview, and others, as deemed necessary;
 - f. Submit to the appointing officer / authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of the 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 DepEd Central Office through proper channels, on the recruitment, selection, and placement policies; and
 - j. Perform other related functions as may be assigned.
3. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
 4. Immediate dissemination of and strict compliance with this Memorandum are directed.

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

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT
EMPLOYMENT
HIRING

POLICY
RECRUITMENT
SELECTION



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