



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

February 6, 2024

DIVISION MEMORANDUM

No. 070 s. 2024

**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
 OIC, Chief Education Supervisor
 School Governance and Operations Division
 Public Schools District Supervisors
 School 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	LUZ U. BANSON EdD, CESE OIC – Office of the Assistant Schools Division Superintendent	
Members:	Principal member	Alternate member
Chief of the School Governance and Operations Division	EDNA B. AZCARRAGA, PhD EPS, OIC-Office of the Chief Education Supervisor-SGOD	RONALD D. DILE Office of the Senior Education Program Specialist-M & E, SGOD
School Head or Chief of Division where the vacancy exists	School Head Chief of Division	Asst. School Principal/School's Administrative Officer or designated representative of the school head Designated Representative of the Chief of the Division
Administrative Officer V	KENNETH D. ANOCHE EPS II-ALS OIC, Office of the Administrative Officer V	ROMAR S. JARAVELO EPS II, OIC-Office of the Senior Education Program Specialist – SM & N



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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 Principal III CHARLIE D. BEGAS Principal IV
	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 Principal III
Secretariat:		
EMMANUEL V. LATI , Information Technology Officer I		
CHRISTINE T. VILLARUZ , Administrative Assistant I		
CHERRY V. AMINOSO , Administrative Assistant III		
MARY JOY F. BOÑALES , Administrative Aide VI		
MONICA A. MORALES , Administrative Aide VI		
CHRISTINE ABIGAEL 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:

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



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- 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.: None

Reference: CSC MC No. 14, s. 2018
DO No. 19, s. 2022

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

SCHOOL	EVALUATION	PERSONNEL	PROMOTION
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