



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

DIVISION MEMORANDUM
 No. 014, s. 2026

09 JAN 2026

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

To: Assistant Schools Division Superintendent
 OIC - Chief Education Supervisors
 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 approved amendments to and additional provisions on Civil Service Commission Resolution No. 1800692 known as the **2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)** 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 Assistant Schools Division Superintendent	
	Principal Member	Alternate Member
Chief of the School Governance and Operations Division	EDNA B. AZCARRAGA, PhD Education Program Supervisor, OIC - Office of the Chief Education Supervisor - SGOD	ZALDY B. CAALAM Public Schools District Supervisor
Chief of Curriculum Implementation Division	MERLIE J. RUBIO, EdD EPS – Filipino OIC – Office of the Chief Education Supervisor - CID	ELENIA P. BARANDA Education Program Supervisor - Mathematics
Administrative Officer V	MA. SHARON S. BARRIENTOS Administrative Officer V	CALIN A. BERNALES Public Schools District Supervisor
Administrative Officer IV -HRMO	DARWIN D. BRILLO Administrative Officer IV / HRMO II	IMMACULADA J. AMORES Senior Education Program Specialist – Human Resource Development



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Additional Members:	Principal member	Alternate member
Representatives	<p>School Head Positions</p> <p>For Elementary:</p> <p>EDDIE B. ARCENAS School Principal IV President, PESPA</p> <p>For Secondary:</p> <p>CHARLIE D. BEGAS School Principal IV President, CADASSA</p>	<p>MERCY BARROA School Principal IV Vice-President, PESPA</p> <p>JOHNNY P. PUGON School Principal IV Representative, NAPSSPHIL</p>
Representatives	<p>Teaching Positions</p> <p>FIDEL B. BASCO Teacher III President, Capiz Division Teacher's Association</p>	<p>LUCILLE BARANDA Board of Director Capiz Division Teacher's Association</p>
Representatives	<p>Non-Teaching Positions</p> <p>Level 1: RANDY A. DE JUAN Administrative Assistant III</p> <p>Level 2: MAY EVAN O. DELA CRUZ Administrative Officer IV – Records Section President, NEU</p>	<p>MARJORIE GERAPUSCO Administrative Assistant III</p> <p>SCARLETTTE A. SALAZAR Administrative Officer II Vice-President, NEU</p>

Division HRMPSB Secretariat	
EMMANUEL V. LATI	Information Technology Officer I
CHERRY V. AMINOSO	Administrative Officer II
MARIA LOURDES G. PENIANO	Administrative Officer II
CHRISTINE T. VILLARUZ	Administrative Assistant I
MARY ANDRIA AGATON	Administrative Aide VI
MARY GRACE DARADAR	Administrative Aide I
LIEZEL A. BUNDALAN	Administrative Aide I



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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. 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;
- b. Evaluate and deliberate the qualifications of all applicants in accordance with the Merit Selection Policy (MSP), and the provisions of the Omnibus Rules Appointments and Other Human Resource Actions (ORAOHRA), and relevant hiring guidelines;
- c. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- d. Develop and conduct further assessment such as written examination, skill test, behavioral events interview, and others, as deemed necessary;
- e. Submit to the appointing officer / authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of the Deliberation;
- f. Maintain fairness and impartiality in the assessment of applicants;
- g. Respond to queries and/or complaints pertaining to the comparative assessment results;
- h. Recommend areas of improvement to DepEd Central Office through proper channels, on the recruitment, selection, and placement policies; and
- i. Perform other related functions as may be assigned by the appropriate authorities.



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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.


ROEL F. BERMEJO
Schools Division Superintendent


Encl.: None

Reference: CSC Resolution No. 2500358 promulgated April 30, 2025
DO No. 19, s. 2022
DO No. 07, s. 2023
DO No. 21, s. 2024

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

EVALUATION

PERSONNEL

PROMOTION

SCHOOL