



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:

<b>Chairperson</b>	<b>LUZ U. BANSON</b> Assistant Schools Division Superintendent	
	<b>Principal Member</b>	<b>Alternate Member</b>
Chief of the School Governance and Operations Division	<b>EDNA B. AZCARRAGA, PhD</b> Education Program Supervisor, OIC - Office of the Chief Education Supervisor - SGOD	<b>ZALDY B. CAALAM</b> Public Schools District Supervisor
Chief of Curriculum Implementation Division	<b>MERLIE J. RUBIO, EdD</b> EPS – Filipino OIC – Office of the Chief Education Supervisor - CID	<b>ELENIA P. BARANDA</b> Education Program Supervisor - Mathematics
Administrative Officer V	<b>MA. SHARON S. BARRIENTOS</b> Administrative Officer V	<b>CALIN A. BERNALES</b> Public Schools District Supervisor
Administrative Officer IV -HRMO	<b>DARWIN D. BRILLO</b> Administrative Officer IV / HRMO II	<b>IMMACULADA J. AMORES</b> Senior Education Program Specialist – Human Resource Development



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

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



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>