



Republic of the Philippines  
**Department of Education**

Region XII  
City Schools Division of Tacurong

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January 22, 2024

**DIVISION MEMORANDUM**

OSDS No. 008 s. 2024

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

TO : Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Education Program Supervisors  
Division Office Personnel  
Cluster Heads  
Elementary and Secondary School Heads  
Teachers and Non-Teaching Personnel  
All Concerned  
This Division

1. In consonance with DepEd Order No. 19, 2022, titled The Department of Education Merit Selection Plan, CSC-MC No. 14, s. 2018, the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted and shall compose of the following:

**A. For First Level Positions (Non-Teaching and Teaching Related)**

Chairperson: **Gilbert B. Barrera, CESE**  
OIC Asst. Schools Div. Superintendent

Members: **Mayflor D. Romualdo**  
Chief, SGOD

**Arlene Rosa G. Arquiza**  
Chief, CID

**Zenaida B. Porras**  
Administrative Officer V

**Glenda P. Orcinado**  
Admin. Officer IV (HRMO)



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**Rea Mae S. Laygan**  
Administrative Assistant III  
(1<sup>st</sup> Level Employees Representative)

**Head of Secondary School/Elementary Cluster  
/Unit/Section/Division where the Vacancy Exists**

Secretariat: **Alma S. Gamboa**  
Administrative Assistant III  
**Ellen Rose L. Bade**  
Administrative Aide VI

**B. For 2<sup>nd</sup> Level Positions (Non-Teaching, Teaching and Teaching-Related)**

Chairperson: **Gilbert B. Barrera, CESE**  
OIC Asst. Schools Div. Superintendent

Members: **Mayflor D. Romualdo**  
Chief, SGOD

**Arlene Rosa G. Arquiza**  
Chief, CID

**Zenaida B. Porras**  
Administrative Officer V

**Glenda P. Orcinado**  
Admin. Officer IV (HRMO)

**Freddie T. Delantar**  
Principal II  
(Secondary School Heads Representative)

**Memvie L. Alesna**  
Principal II  
(Elementary School Heads Representative)

**Lloyd A. Dalayap**  
Master Teacher I  
(President of the Teachers Association)

**Joey M Lozano**  
Information Technology Officer II  
(2<sup>nd</sup> Level Employees Representative)



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**Head of Secondary School/Elementary Cluster  
/Unit/Section/Division where the Vacancy Exists**

Secretariat: **Alma S. Gamboa**  
Administrative Assistant III  
**Ellen Rose L. Bade**  
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 roles to include, but are not limited to, the following:
- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
  - b. Recommend to the appointing officer/authority the designation of sub committee/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 new Merit Selection Plan, 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, skills test, BEI, 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 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 the CO, through proper channels, on the recruitment, selection, and placement policies; and



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- j. Perform other related and additional functions stated in Division Memorandum No. 50, s. 2021 and/or as may be assigned, such as but not limited to:
- a. ensure the implementation of Equal Employment Opportunity Principle (EEO) promoting equal opportunity for everyone and attract diverse applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc., to apply for vacant positions; and
  - b. conduct Background Investigation (BI) to shortlisted candidates/applicants to assist the appointing authority in the judicious and objective selection of candidates for appointment.
3. This Memorandum shall take effect immediately and remain in force until rescinded by the undersigned or proper authority.
4. Wide dissemination of this Memorandum is desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent



Enclosure: None  
References: DepEd Order No. 19, 2022; CSC-MC No. 14, s. 2018; Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Revised July 2018  
Allotment:  
To be indicated in the *Perpetual Index* under the following subjects:

*APPOINTMENT*

*COMMITTEE*

*EVALUATION*

*ZBP/OSDS-ADMIN/DM/RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)/January 22, 2024*



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