



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

August 12, 2024

DIVISION MEMORANDUM
OSDS No. 897 s. 2024

**CREATION OF SPECIAL HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) FOR MASTER TEACHER I,
ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE
AIDE VI, AND ADMINISTRATIVE AIDE III
VACANT POSITIONS**

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

1. Pursuant to DepEd Order No. 29, 2002, the Merit Selection Plan of the Department of Education, DepEd Order No. 66, s. 2007, the Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, and CSC-MC No. 14, s. 2018, the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, a Special Human Resource Merit Promotion and Selection Board (HRMPSB) to assess applicants for the following vacant positions

1. Master Teacher I
2. Administrative Assistant III
3. Administrative Aide VI
4. Administrative Aide III

is hereby created and shall compose of the following:

Chairperson: GILBERT B. BARRERA, CESE
OIC Asst. Schools Division Superintendent

Vice-Chair: ARLENE ROSA G. ARQUIZA
Chief EPS, CID

Members: MAYFLOR D. ROMUALDO
Chief EPS, SGOD

ERNIE P. PAMA
Education Program Supervisor

JOEY M. LOZANO
Information Technology Officer II
(2nd Level Representative)



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REA MAY S. LAYGAN
Administrative Assistant III
(1st Level Representative)

Secretariat: ALMA S. GAMBOA
Administrative Assistant III

ELLEN ROSE L. BADE
Administrative Assistant III

2. The HRMPSB shall perform the following functions and duties pursuant to DepED Order No. 66, s. 2007, to wit:

- a. Evaluate and deliberate the qualifications of those listed in the selection line up en banc;
- b. Make a systematic assessment of the qualifications and competencies of candidates for appointment to the vacant position;
- c. The HRMPSB shall adhere to the Equal Opportunity Principle (EOP) in evaluating the qualified applicants;
- d. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates;
- e. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparably at par with each other based on the comparative assessment of determinant factors cited herein in item 5, DO. 66, s. 2007.

3. Wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None

References: DepEd Order No. 29, 2002; 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA); DO 66, s. 2007

Allotment:

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

ASSESSMENT COMMITTEE

PROMOTION

ZNB/OSDS-ADMIN/DM/ CREATION OF SPECIAL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR MASTER TEACHER I, ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE AIDE VI, AND ADMINISTRATIVE AIDE III VACANT POSITIONS/August 12, 2024



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