



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

24 June 2025

DIVISION MEMORANDUM

OSDS No. 082 s. 2025

**CREATION OF SPECIAL HUMAN RESOURCE MERIT AND PROMOTION
SELECTION BOARD (HRMPSB) FOR THE ADMINISTRATIVE
OFFICER II VACANT POSITIONS**

To : Assistant Schools Division Superintendent
Members of the HRMPSB for Non-Teaching Personnel
Elementary and Secondary School Heads
Non-Teaching Personnel
All Concerned
This Division

1. Pursuant to DepEd Order No. 19, 2022, the Department of Education Merit Selection Plan, DepEd Order No. 007, s. 2023, the Guidelines on Recruitment, Selection, and Appointment in the Department of Education, 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 and Promotion Selection Board (HRMPSB)** to assess applicants for the 12 newly created Administrative Officer II positions for CY 2025, is hereby created and shall compose of the following:

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

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

Arlene Rosa G. Arquiza
Chief, CID

Jennifer Claire T. Tayag
Admin. Officer IV (Records)
(In lieu Zenaida B. Porras - AO V)

Glenda P. Orcinado
Admin. Officer IV (HRMO)



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Website: depedtacurong.org



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Jonel G. Solomon
Accountant III
(In lieu of Joey M. Lozano – ITO)
(2nd Level Employees Representative)

Secretariat: **Alma S. Gamboa**
Administrative Assistant III

Ellen Rose L. Bade
Administrative Assistant III

2. The HRMPSB assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with existing guidelines.
3. This Memorandum shall only be effective for the purpose stated above.
4. Wide dissemination of this Memorandum to all concerned is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
References: DO No. 19, s. 2022; DO No. 007, s. 2023; CSC MC No. 14, s. 2018; ORAOHRA Revised July 2018
Allotment:
To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT APPOINTMENT COMMITTEE EVALUATION SELECTION

ZNB/OSDS/ADMIN/DM/ CREATION OF SPECIAL HUMAN RESOURCE MERIT AND PROMOTION SELECTION BOARD (HRMPSB) FOR THE ADMINISTRATIVE OFFICER II VACANT POSITIONS/June 24, 2022



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