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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

December 20, 2024

DIVISION MEMORANDUM

No. 647 s. 2024

**NEW COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB) IN SDO CATANDUANES**

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
SGOD and CID Personnel
OSDS Unit Heads
Elementary & Secondary School Heads/OICs
Teaching & Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 titled "The Department of Education Merit Selection Plan," the Human Resource Merit Promotion & Selection Board (HRMPSB) for the Schools Division Office and School is hereby reconstituted as follows:

FIRST LEVEL POSITIONS:

CHAIRPERSON: DELFIN A. BONDAD Public Schools District Supervisor OIC- Office of the Assistant Schools Division Superintendent	
MEMBERS	ALTERNATES
ROMEL G. PETAJEN Chief Education Supervisor Curriculum Implementation Division	AROLINE T. BORJA Education Program Supervisor
EVA S. TOLENTINO Administrative Officer V	LIZA R. BERNARDO Administrative Officer V
MARICHELLE B. LLAVE Administrative Officer IV	CRISTINA T. BARRAMEDA Administrative Officer IV
Representative of Accredited Organization School Head or Chief of Division where the vacancy exists	

SECOND LEVEL POSITIONS (Including Executive/Managerial Positions):

CHAIRPERSON: DELFIN A. BONDAD Public Schools Division Supervisor OIC, Office of the Assistant Schools Division Superintendent	
MEMBERS	ALTERNATES
MARY JEAN S. ROMERO Chief Education Supervisor School Governance & Operations Division	GINA L. CUSTODIO Education Program Supervisor



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CHERIE V. PEREZ Administrative Officer IV	AMELIA B. CABRERA Education Program Supervisor
ROMA ANGELEE A. SOLEYBAR Administrative Officer II	CAROL P. GIL Senior Education Program Supervisor
School Head or Chief of Division where the vacancy exists	
Representative of accredited employees association belonging to the second level employees	

The first level representative or alternate shall participate in the screening of candidates for vacancies in the first level; while the second level representative or alternate shall participate in the screening of candidates for the second level. The representation from accredited employees association shall vary depending on the job/occupational group of the position to be filled. Said representatives shall serve for a period of two (2) years.

In case there are more than one accredited employees association in the specific job groups, the representative or alternate representative shall be selected and agreed upon by the accredited associations, names of whom shall be officially submitted to the Schools Division Superintendent.

SECRETARIAT:

MELODY R. TALLER, Administrative Assistant III
AL FRANCIS B. MENDEZ, Administrative Assistant III
MARIA GIENINE R. TAPERLA, Administrative Assistant III
CRISTY ANN F. CARDIÑO, Administrative Aide VI
MARY JOANE I. AQUINO, Administrative Aide I

The Secretariat shall perform technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of the candidates. The Secretariat may also conduct and evaluate the results of the Background Investigation of candidates to be submitted to the HRMO.

2. The HRMPSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but 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 DepEd Order No. 19, 2022, the provisions of the ORAOHRA, and relevant hiring guidelines;



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- 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 examinations, skill test, behavioral event interview, and others as deemed necessary;
 - f. Submit to the appointing authority the Comparative Assessment Result (CAR)/Comparative Assessment Result-Registry of Qualified Applicants (CAR-RQA), highlighting the top five (5) ranking candidates or less, and minutes of Deliberation;
 - g. Maintain fairness and impartially 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 Central Office, through proper channels, on the recruitment, selection, and placement policies; and
 - j. Perform other related functions as maybe assigned.
3. To facilitate comparative assessment process, designation of sub-committees shall be made by this Office, as recommended by the HRMPSB. The sub-committee/s shall serve as assistorial body to the HRMPSB. The HRMPSB shall maintain accountability for the results of the comparative assessment of applicants.
4. Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.
5. A majority of the HRMPSB shall constitute a quorum; provided that the chairperson is present.
6. This designation which is in addition to the duties and functions of your present position shall not entail additional compensation. It shall take effect today, December 20, 2024 and shall continue to be effective until rescinded.
7. Dissemination of and compliance to this memorandum is directed.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent