



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

15 May 2023

DIVISION MEMORANDUM
 No. 186 s. 2023

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

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Teaching & Non-Teaching Personnel
 All Others Concerned

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

FIRST LEVEL POSITIONS:

CHAIRPERSON : MA. LUISA T. DELA ROSA Asst. Schools Division Superintendent	
MEMBERS:	ALTERNATES:
MARY JEAN S. ROMERO Chief Education Program Supervisor	GINA B. PANTINO Education Program Supervisor
EVA S. TOLENTINO Administrative Officer V	CHERIE V. PEREZ Administrative Officer IV
MARICHELLE B. LLAVE Administrative Officer IV	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
JANNETTE S. MARQUEZ Administrative Assistant III NEU Representative	VIRGILIO J. MOLINA Administrative Assistant II NEU Representative
SCHOOL HEAD or CHIEF OF DIVISION where the vacancy exists	





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SECOND LEVEL POSITIONS:

CHAIRPERSON : MA. LUISA T. DELA ROSA Asst. Schools Division Superintendent	
MEMBERS: MARY JEAN S. ROMERO Chief Education Program Supervisor EVA S. TOLENTINO Administrative Officer V MARICHELE B. LLAVE Administrative Officer IV NORLITO JR. P. AGUNDAY Attorney III NEU Representative JOSE D. BONIFACIO School Principal I ACT Representative SCHOOL HEAD or CHIEF OF DIVISION where the vacancy exists	ALTERNATES: GINA B. PANTINO Education Program Supervisor LIZA R. BERNARDO Administrative Officer IV JEZRAHEL T. OMADTO Education Program Supervisor REY C. BONAYON Planning Officer III NEU Representative SALVADOR L. FLORES Head Teacher III ACT Representative

SECRETARIAT (for First & Second Level Positions)

1. MA DOLORES T. CERDON, Administrative Assistant III
2. MILLIAN APRHYL C. CABRERA, Administrative Aide VI
3. JESSICA D. TALION, Administrative Assistant III
4. LYN ANTONETH C. TEDERA, Administrative Aide VI
5. JONAH ANN M. VALENZUELA, Administrative Assistant III
6. MARY JOANNE I. AQUINO, Administrative Aide I
7. JEAN FLOR Q. CESTINA, Administrative Assistant III
8. ALEXA MAY B. ABUNDO, 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 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;





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- c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, 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 (50 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
- j. Perform other related functions as may be assigned.

3. Membership of the HRMPSB members shall be considered a regular duty, and shall be treated with utmost priority.

4. This order takes effect on May 15, 2023. Previous issuances inconsistent with this are deemed revoked and/or repealed.

5. For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent

Encls:

As stated

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

PROMOTION SELECTION

MBL/DM- Reconstitution of the HRMPSB
008/May 15, 2023

