



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
 SCHOOLS DIVISION OFFICE OF CATANDUANES

March 1, 2024

**DIVISION MEMORANDUM**  
 No. /// s. 2024

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

**TO :** Asst. Schools Division Superintendent  
 Chiefs, SGOD & CID  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Elementary & Secondary School Heads/OIC's  
 Teaching & Non-Teaching Personnel

1. Pursuant to DepEd Order No. 19, s. 2022- "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: CECILE C. FERRO Asst. Schools Division Superintendent	
MEMBERS	ALTERNATES
MARY JEAN S. ROMERO Chief Education Supervisor School Governance & Operations Division	ROMEL G. PETAJEN Chief Education Supervisor Curriculum Implementation Division
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
JONNEL SARMIENTO Administrative Assistant II NEU Representative	VIRGILIO MOLINA Administrative Assistant II NEU Representative
School Head or Chief of Division where the vacancy exist	



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**SECOND LEVEL POSITIONS:**

<b>CHAIRPERSON: CECILE C. FERRO</b> Asst. Schools Division Superintendent	
<b>MEMBERS</b>	<b>ALTERNATES</b>
MARY JEAN S. ROMERO Chief Education Supervisor School Governance & Operations Division	ROMEL G. PETAJEN Chief Education Supervisor Curriculum Implementation Division
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
JOSE D. BONIFACIO School Principal I ACT Representative	SALVADOR L. FLORES Head Teacher III ACT Representative
AROLINE T. BORJA Education Program Supervisor NEU Representative	AMELIA B. CABRERA Education Program Supervisor NEU Representative
School Head or Chief of Division where the vacancy exist	

**SECRETARIAT:**

MILLIAN APRHYL C. CABRERA, Administrative Aide VI
ALEXA MAY B. ABUNDO, Administrative Aide VI
JEAN FLOR Q. CESTINA, Administrative Assistant III
JESSICA D. TALION, Administrative Assistant III
LYN ANTONETH C. TEDERA, Administrative Aide VI
MARY JOANNE I. AQUINO, Administrative Aide I

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, s. 2022, 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 examinations, skills 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 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 Central Office, through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as maybe assigned.
3. Designation of sub-committees shall be made by this Office, as recommended by the HRMPSB, to facilitate comparative assessment process. 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 shall take effect today, March 1, 2024.
7. Dissemination of and compliance to this memorandum is directed.

  
**SOCORRO V. DELA ROSA CESO V**  
Schools Division Superintendent

Reference: DepEd Order No. 19, s. 2022  
To be indicated in the Perpetual Index  
under the following subjects:

SELECTION          PROMOTION

MBL/DM-Reconstitution of the HRMPSB  
\_\_\_\_/March 1, 2024