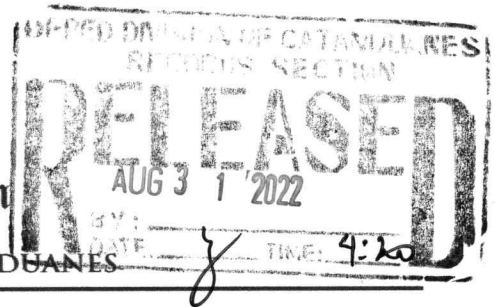




Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



cto MIEL

August 31, 2022

**DIVISION MEMORANDUM**

OSDS-PER-DM No. 721 s. 2022

**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

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

**FIRST LEVEL POSITIONS:**

CHAIRPERSON: MA. LUISA T. DELA ROSA 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	LIZA A. BERNARDO Administrative Officer IV
MARICHELLE B. LLAVE Administrative Officer IV	ROMA ANGELEE A. SOLEYBAR Administrative Officer II
EMILY C. AUGUSTO Senior Bookkeeper NEU Representative	JANNETTE S. MARQUEZ Administrative Assistant III NEU Representative
School Head or Chief of Division where the vacancy exists	



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

**SECOND LEVEL POSITIONS:**

<b>CHAIRPERSON:</b> MA. LUISA T. DELA ROSA 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	LIZA A. BERNARDO Administrative Officer IV
MARICHELE B. LLAVE Administrative Officer IV	JEZRAHEL T. OMADTO Education Program Supervisor
JOSE D. BONIFACIO School Principal I ACT Representative	SALVADOR L. FLORES Head Teacher III ACT Representative
MA. CIELO C. TUBALE Administrative Officer V NEU Representative	REY C. BONAYON Planning Officer III NEU Representative
School Head or Chief of Division where the vacancy exists	

**SECRETARIAT (For First & Second Level Positions)**

MA. DOLORES T. CERDON, Administrative Assistant III
ALEXA MAY B. ABUNDO, Administrative Aide VI
MILLIAN APRHYL C. CABRERA, 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
JONAH ANN M. VALENZUELA, Administrative Assistant III

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;



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

---

- 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. Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.
4. This order takes effect on August 31, 2022. Previous issuances inconsistent with this are deemed revoked and or/repealed.
5. For wide dissemination, guidance and compliance.

A handwritten signature in black ink, appearing to read "SUSAN S. COLLANO", is written over a circular stamp.

**SUSAN S. COLLANO**  
Schools Division Superintendent