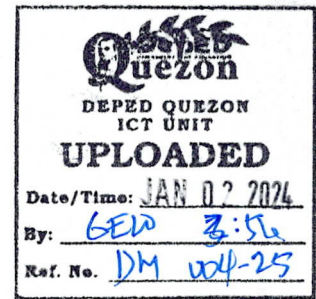




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

DIVISION MEMORANDUM
DM No. 004, s. 2024

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

To: Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Section/Unit Heads
Education Program Supervisors
Education Program Specialists
Senior Education Program Supervisor
Public Schools District Supervisors
Elementary, JHS and SHS Heads
All Other Concerned

1. In reference to DepEd Order No. 19, s. 2022 titled "The Department of Education Merit Selection Plan", DepEd Order No. 66, s. 2007 titled "Revised Guidelines on Appointment and Promotion of Other Teaching, Related-Teaching and Non-Teaching Positions", DepEd Order No. 3, s. 2016 titled "Hiring Guidelines for Senior High School Teaching Positions, and CSC MC No. 14, s. 2018 titled "2017 Omnibus Rules on Appointment and Other Human Resource Actions, as Amended, 2019 Edition", the Division Human Resource Merit Promotion and Selection Board is hereby reconstituted.
2. In consonance with the recruitment, selection and placement of personnel, the following are hereby directed to perform the duties, functions and responsibilities as Mmembers and Sub-Committee Mmembers of the Division Human Resource Merit Promotion and Selection Board (HRMPSB). HRMPSB members and sub-committee members for Teaching, Related-Teaching, School Administrators and Non-Teaching

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positions based on the abovementioned DepEd Orders and CSC rules and regulations are contained in the attached enclosure.

3. The Human Resource Merit Promotion and Selection Board (HRMPSB) members shall perform the following duties and responsibilities as prescribed by the above-stated DepEd Orders to wit:

- Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSCS and its field offices for reference purposes;
- 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;
- Evaluate and deliberate the qualifications of all applicants in accordance with the abovementioned policies and relevant hiring guidelines;
- Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and minutes of the Deliberation;
- Maintains fairness and impartiality in the assessment of applicants;
- Respond to queries and/or complaints pertaining to the comparative assessment results;
- Recommend areas of improvement to the CO through proper channels on the recruitment, selection and placement policies;
- Ensure that Equal Employment Opportunity Principle is applied in the hiring of applicants; and
- Perform other related functions as may be assigned.

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Additional functions:

- Formulate written examination and interview questions;
 - Identify technical persons who will rate the written examination (WE) and skills or work sample tests (S/WST); and
 - Craft procedure of assessment for applicants with physical disabilities.
4. The following duties and responsibilities shall be performed by the Human Resource Management Officer, to wit:
- The HRMO is the process-owner of the recruitment, selection and placement;
 - Submit the list of vacant positions authorized to be filled and their corresponding QS and Plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO;
 - Announce vacant position/s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the DepEd offices or schools concerned or through other modes for at least 10 calendar days;
 - Accept the application documents of all applicants submitted through the Records Division/Section/Unit, or the designated sub-committee/s;
 - Conduct initial evaluation of applicant's qualifications vis-à-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions;
 - Prepare and submit to the HRMPSB the results of the initial evaluation using the prescribed form, containing the following:
 - Basic information of the applicants;
 - Actual qualifications based on the submitted credentials; and
 - Decision whether qualified (Q) and disqualified (DQ) vis-à-vis the QS of the position to be filled.
 - Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the receipt of applications and conduct of initial evaluation;

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- Coordinate with and provide technical assistance and capacity building to the designated sub-committee/s in their performance of their specific duties and responsibilities;
 - Inform all applicants of the results of the initial evaluation and post the IER in the offices/schools concerned;
 - Sit in the HRMPSB as a regular member;
 - Post the CAR/CAR-RQA in at least three (3) conspicuous places in DepEd offices/schools concerned for at least 10 calendar days, indicating the date of posting;
 - Announce the duly approved appointments through posting a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website and other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment;
 - Respond to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation; and
 - Perform other functions as may be provided by the law.
5. In addition, the Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-Committee members shall also perform the following functions as recommended by its Members:
- Assist in the receipt of Applicant's documents;
 - Assist in the conduct of the initial evaluation and comparative assessment of applicants;
 - The HRMPSB Sub-Committee members shall be responsible for expediting in the evaluation of documents;
 - Review, refine, and finalize scoresheets per position; and
 - Ensure that Equal Employment Opportunity Principle is applied in the hiring of applicants.
6. Furthermore, the HRMPSB Secretariat shall perform the following duties and responsibilities;

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- Provides technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates; and
 - Evaluates and analyze results of structured background investigation for first level, second level, supervisory, and executive/managerial positions.
7. Immediate dissemination and strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persmjv01/02/2025

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Enclosure No. 1 to Division Memorandum No. 004, s. 2024

HRMPSB MEMBERS – FIRST AND SECOND LEVEL POSITIONS

CHAIRPERSON:	
ROSELYN Q. GOLFO, PhD Education Program Supervisor OIC-Assistant Schools Division Superintendent	
MEMBERS:	
FIRST LEVEL	SECOND LEVEL
JUANITO A. MERLE Chief Education Supervisor – SGOD	JUANITO A. MERLE Chief Education Supervisor – SGOD
LORENA S. WALANGSUMBAT Chief Education Supervisor – CID	LORENA S. WALANGSUMBAT Chief Education Supervisor – CID
WENNIE O. GAELA Administrative Officer IV/HRMO II	WENNIE O. GAELA Administrative Officer IV/HRMO II
MARIA DOLORES D. ATIENZA Administrative Officer V	MARIA DOLORES D. ATIENZA Administrative Officer V
CARLOS J. SANCHEZ Administrative Assistant III President of DepEd-NEU Quezon Chapter	GREGORIO I. RACELIS President of Public School Heads Organization /Principal IV
	ELPIDIO S. JAVIER Division Chapter President of the National Association of Public Secondary School Heads, INC (NAPSSHI/ Principal III
	RONALDO V. GARCIA Division Chapter President of the Philippine Elementary Schools Principals Association (PESPA)/Principal III
	EDDIE ISMAEL I. EMOR Teacher III President of Teaching Personnel Association SDO Quezon
	PEPITO R. PADERON Project Officer of DepEd-NEU Quezon Chapter/ Administrative Officer IV
	CARLOS J. SANCHEZ Administrative Assistant III President of DepEd-NEU Quezon Chapter

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HRMPSB SECRETARIAT

CINDY P. PEREZ Administrative Assistant III
RIZA O. MENDOZA Administrative Assistant II
MARY JOYCE P. VIVAR Administrative Aide VI

HRMPSB SUBCOMMITTEE MEMBERS

NAME	POSITION
CARMEN H. MACATUGOB	EDUCATION PROGRAM SUPERVISOR
CARMELA EZCEL A. OROGO	EDUCATION PROGRAM SUPERVISOR
MARIA DYLIN S. GARCIA	EDUCATION PROGRAM SUPERVISOR
ASUNCION C. ILAO	EDUCATION PROGRAM SUPERVISOR
JOSEPH E. JARASA	EDUCATION PROGRAM SUPERVISOR
JOAN ALEJANDA R. MAUHAY	EDUCATION PROGRAM SUPERVISOR
WALTER F. GALAROSA	EDUCATION PROGRAM SUPERVISOR
JEE ANN O. BORINES	EDUCATION PROGRAM SUPERVISOR
RAUL R. AGARAN	EDUCATION PROGRAM SUPERVISOR
ABNER L. PUREZA	EDUCATION PROGRAM SUPERVISOR
FERNANDO TORIBIO A. SEÑO	EDUCATION PROGRAM SUPERVISOR
ANTONIO D. REVILLAME	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARIBEL M. SANTELICES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
JAYBERT R. SARON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
LUZVIMINDA T. BUERANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARIA CARLA M. CARAAN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
AUREA J. GANDIA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ELENAR B. OPEÑA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CATALINO L. PORTA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
DESIDERIA P. ZAFRANCO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARRY ANN T. ESPIRITU	PUBLIC SCHOOLS DISTRICT SUPERVISOR
AVELINO R. BUCAD JR.	PUBLIC SCHOOLS DISTRICT SUPERVISOR
LEONORA T. MOPERA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
IREEN O. AVENO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
LILIOSA B. DIASANTA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARIA FATIMA U. CALAYAG	PUBLIC SCHOOLS DISTRICT SUPERVISOR
RAQUEL P. MARCUAP	PUBLIC SCHOOLS DISTRICT SUPERVISOR
GILBERT C. ALVA	PUBLIC SCHOOLS DISTRICT SUPERVISOR

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FRANCISCO D. OBLEA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CARLITO B. GUNAY	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MA. LOURDES C. CABANAG	PUBLIC SCHOOLS DISTRICT SUPERVISOR
RESTITUTO M. HERNANDEZ	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARIO PABLO V. UMALI JR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARILYN N. PERMEJO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ISIDRO P. DE LOS REYES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CARLA MARIE D. CARANDANG	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CHONA D. ANDRADE	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ANGELITO L. OLVIDA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ANABELLE F. EMPLEO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
NOLAN L. SANTOALLA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
REBIE A. MARCIANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
DARWIN L. VILLAFLO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
REYVI C. FARAON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MERIAM D. CAMPOSANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MERCEDITA G. LORREDO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
EUTIQUIO A. EMPLEO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
RUTH B. SON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
FERDINAND T. GLOR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
NIMPHA L. REYES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
EDNA L. CABRERA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
SHARON A. VILLAVERDE	PUBLIC SCHOOLS DISTRICT SUPERVISOR
SUSANA P. NERA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CARIDAD C. GRIMALDO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
HELEN R. ESTERNON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
CARMELO EUSEBIO P. ALTAMIRA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ORLANDO D. SERDON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MELINDA R. CAMACHO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
MARLON M. RAÑESES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
LOURDES M. TAN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
REJULIOS M. VILLENES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
REXTER J. ANDA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ROSALDO C. ADAN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
SYLVIA H. BULFANE	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ISAGANI H. MATIBAG	PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALICIA V. GONZALES	PUBLIC SCHOOLS DISTRICT SUPERVISOR
JAIME F. ZARA JR.	PUBLIC SCHOOLS DISTRICT SUPERVISOR

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Enclosure No. 2 to Division Memorandum No. 004, s. 2024

HRMPSB COMMITTEE FOR TEACHING POSITIONS

CHAIRPERSON:		
ROSELYN Q. GOLFO, PhD Education Program Supervisor OIC-Assistant Schools Division Superintendent		
MEMBERS:		
JUANITO A. MERLE Chief Education Supervisor – SGOD		LORENA S. WALANGSUMBAT Chief Education Supervisor – CID
A. ELEMENTARY	B. JUNIOR HIGH SCHOOL	C. SENIOR HIGH SCHOOL
WALTER F. GALAROSA Education Program Supervisor	MARIA DYLIN S. GARCIA Education Program Supervisor	JAIME F. ZARA JR. Public Schools District Supervisor
ASUNCION C. ILAO Education Program Supervisor	CARMELA EZCEL A. OROGO Education Program Supervisor	ELPIDIO S. JAVIER Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI)/Principal III
JOAN ALEJANDA R. MAUHAY Education Program Supervisor	JEE ANN O. BORINES Education Program Supervisor	GREGORIO I. RACELIS President of Public School Heads Organization/Principal IV
ROLANDO V. GARCIA Division Chapter President of the Philippine Elementary Schools Principals Association (PESPA)/Principal III	ELPIDIO S. JAVIER Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI)/Principal III	
EDDIE ISMAEL I. EMOR President of Teaching Personnel Association/Teacher III		
OBSERVER: RAINIER GLENN OLIVEROS President of Parent Teacher Association		

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