



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

June 10, 2020

## DIVISION MEMORANDUM DM No. **158**, s. 2020

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

**To:** Assistant Schools Division Superintendent  
OICs, Office of the Asst. Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, Schools Governance and Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary, JHS and SHS Heads  
All Other Concerned

1. In consonance with the recruitment, selection and placement, the following are hereby directed to perform the duties, functions and responsibilities as Members of Human Resource Merit Promotion and Selection Board (HRMPSB). HRMPSB members for Teaching position as per **DepEd Order 7, s. 2015** and **DepEd Order 3, s. 2016** is listed in **Annex A** and to help them in evaluating the documents the following are sub-committee members:

#### SUB-COMMITTEE MEMBERS

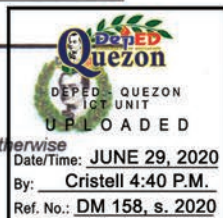
EPS Marita A. Pionilla	PSDS Isidro P. Delos Reyes	PSDS Mario Pablo V. Umali, Jr.
EPS Maria Dylin G. Garcia	PSDS Maria Carla M. Caraan	PSDS Restituto M. Hernandez
EPS Abner L. Pureza	PSDS Angelito A. Olvida	PSDS Maria Farima U. Calayag
EPS Raul R. Agaran	PSDS Carmelo Eusebio P. Altamira	PSDS Yolanda C. Ayuma
EPS Fernando T. Seño	PSDS Marlon M. Rañeses	PSDS Ma. Lourdes C. Cabanag
EPS Jee Ann O. Borines	PSDS Anabelle F. Empleo	PSDS Meilani L. Adan
HRMO Wennie O. Gaela	PSDS Raquel P. Marcuap	PSDS Marilyn N. Permejo
AO Maria Dolores D. Atienza	PSDS Meriam C. Camposano	PSDS Catalino L. Porta
PSDS Aurea J. Gandia	PSDS Mercedesita G. Lorredo	PSDS Helen R. Esternon
PSDS Elenar B. Opeña	PSDS Liliosa B. Diasanta	PSDS Chona Di. Andrade
PSDS Jessie E. Quesea	PSDS Alicia V. Gonzales	PSDS Luzviminda T. Buerano

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Date/Time: JUNE 29, 2020  
By: Cristell 4:40 P.M.  
Ref. No.: DM 158, s. 2020





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Teaching, Related Teaching and Non-Teaching as per DepEd Order 66, s. 2007, the following members are as follows:

<b>ELIAS A. ALICAYA, JR</b> <b>Assistant Schools Division Superintendent</b> <b>HRMPSB CHAIR</b>	
<b>MEMBERS</b>	
<b>WENNIE O. GAELA</b> Administrative Officer IV/HRMO II	<b>MARIA DOLORES D. ATIENZA</b> Administrative Officer V
<b>EMMANUEL E. SANTIAGO</b> President of Teaching Related Association/Teacher III	<b>Head of the School where the vacancy exist</b>

Likewise, to help the HRMPSB in evaluating the documents as per Deped Order 66, s. 2007 positions the following are the sub-committee members:

<b>SUB-COMMITTEE MEMBERS</b>		
CHIEF CID Lorena S. Walangsumbat	CHIEF SGOD Elizabeth M. De Villa	EPS Marita A. Pionilla
EPS Joseph E. Jarasa	EPS Joan Alejaida R. Mauhay	EPS Asuncion C. Ilaa
EPS Carmela Ezel A. Orogo	EPS Jee Ann O. Borines	EPS Fernando T. Seño
EPS Raul R. Agaran	EPS Walter F. Galarosa	EPS Celestina M. Alba
EPS Juanito A. Merle	EPS Maria Dylin G. Garcia	EPS Abner L. Pureza

2. In the exigency of the service the Human Resource Merit Promotion and Selection Board (HRMPSB) members shall perform the following duties and responsibilities as prescribed to DepEd Orders 7, s. 2015, DepEd Order 3, s. 2016 and DepEd Order 66, s. 2007 to wit:

- Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary;
- Assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- Evaluate and deliberate the qualifications of all applicants based on the approved Agency MSP and specific hiring guidelines;
- Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- Conduct further assessment such as written examination, skill test, BEI, and others, as deemed necessary;
- Submit to the appointing officer/authority the CAR/CAR-RQA and Minutes of Deliberation;
- Maintain fairness and impartiality in the assessment of applicants;

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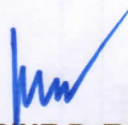

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- Respond to queries and/or complaints pertaining to the comparative assessment results; and
  - Recommend areas of improvement to the CO through proper channels, on the recruitment, selection and placement policies.
3. In addition, the Human Resource 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; and
  - Assist in the conduct of the initial evaluation and comparative assessment of applicants
4. Immediate dissemination and strict compliance with this Memorandum is earnestly desire.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent 

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Annex A of Division Memo No. \_\_\_\_\_ s. 2020

**ELIAS A. ALICAYA, JR**  
 Assistant Schools Division Superintendent  
 HRMPSB CHAIR

**LORENA S. WALANGSUMBAT**  
 Chief CID

MEMBERS		
<b>ELIZABETH M. DE VILLA</b> Chief SGOD		
<b>A. ELEMENTARY</b>	<b>B. JUNIOR HIGH SCHOOL</b>	<b>C. SENIOR HIGH SCHOOL</b>
<b>WALTER F. GALAROSA</b> Education Program Supervisor	<b>CELESTINA M. ALBA</b> Education Program Supervisor	<b>JUANITO A. MERLE</b> Education Program Supervisor
<b>ASUNCION C. ILAO</b> Education Program Supervisor	<b>CARMELA EZCEL A. OROGO</b> Education Program Supervisor	<b>GREGORIO I. RACELIS</b> President of Public School Heads Organization/Principal IV
<b>JOAN ALEJANDA R. MAUHAY</b> Education Program Supervisor	<b>JOSEPH E. JARASA</b> Education Program Supervisor	<b>GREGORIO I. RACELIS</b> President of Public School Heads Organization/Principal IV
<b>REYNALDO R. CUETO, JR.</b> President of the Parent-Teacher Association/Principal III	<b>GREGORIO I. RACELIS</b> President of Public School Heads Organization/Principal IV	<b>EMMANUEL E. SANTIAGO</b> Authorized representative of an accredited teacher's union/Teacher III
<b>EMMANUEL E. SANTIAGO</b> Authorized representative of an accredited teacher's union/Teacher III	<b>EMMANUEL E. SANTIAGO</b> Authorized representative of an accredited teacher's union/Teacher III	<b>EMMANUEL E. SANTIAGO</b> Authorized representative of an accredited teacher's union/Teacher III

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