



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

16 August 2021

**DIVISION MEMORANDUM**  
DM No. 585, s. 2021

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

**TO: OIC-Assistant Schools Division Superintendents**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance and Operation Division**  
**Division Chief and Section 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 consonance with the recruitment, selection and placement of personnel, the following are hereby directed to perform the duties, functions and responsibilities as Members and Sub-Committee Members of Human Resource Merit Promotion and Selection Board (HRMPSB). HRMPSB members and sub-committee members for Teaching, Teaching-Related and Non-Teaching positions as per **DepEd Order No. 7 and 22, s. 2015, DepEd Order No. 3, s. 2016 and DepEd Order No. 66, s. 2007** are contained in the attached enclosure.
2. 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:
  - Serve as the recommending body for appointment. However, final decision on whom to appoint shall be with the appointing authority.
  - Facilitate Open-Ranking Procedure Review and Finalize the rating/score of applicants based on the evaluated documents;
  - Conducts interview and assist in the administration of written test and skills test;
  - Review the submitted documents by the applicant;

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DEPED QUEZON REGION IV-A SCHOOLS DIVISION OFFICE
REGISTERED UNIT Registration Number
<b>UPLOADED</b>
Date/Time: <u>8/18/21</u>
By: <u>R. M. M.</u>
Ref. no. <u>DM 585-21</u>





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- Evaluate and deliberate the qualifications of those listed in the selection line-up;
  - Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.
  - 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;
  - 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;
  - TWG shall review, refine and finalize scoresheets per position; and
  - Ensure that Equal Employment Opportunity Principle is applied in the hiring of applicants.
4. Furthermore, the HRMPSB Secretariat shall perform the following duties and responsibilities:
- 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.
5. Posting and widest immediate dissemination of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent

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## Department of Education

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SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. \_\_\_\_\_, s. 2021

### COMMITTEE FOR TEACHING AND TEACHING-RELATED

**GREGORIO T. MUECO**

Principal III

Officer-in-Charge

Office of the Assistant Schools Division Superintendent

HRMPSB CHAIR

#### MEMBERS

**ELIZABETH M. DE VILLA**

Chief Education Supervisor – SGOD

**LORENA S. WALANGSUMBAT**

Chief Education Supervisor – CID

#### A. ELEMENTARY

**WALTER F. GALAROSA**

Education Program Supervisor

**ASUNCION C. ILAO**

Education Program Supervisor

**JOAN ALEJANDA R. MAUHAY**

Education Program Supervisor

**RONALDO V. GARCIA**

Division Chapter President of the Philippine Elementary Schools Principals Association (PESPA)/Principal III

**EMMANUEL E. SANTIAGO**

Authorized representative of an accredited teacher's union/Teacher III

**REYNALDO R. CUETO, JR.**

Division Level President of the Parent-Teacher Association

#### B. JUNIOR HIGH SCHOOL

**CELESTINA M. ALBA**

Education Program Supervisor

**CARMELA EZCEL A. OROGO**

Education Program Supervisor

**JOSEPH E. JARASA**

Education Program Supervisor

**GREGORIO I. RACELIS**

President of Public School Heads Organization/Principal IV

**CALIXTO S. BLAZO**

Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSH)/Principal IV

**EMMANUEL E. SANTIAGO**

Authorized representative of an accredited teacher's union/Teacher III

#### C. SENIOR HIGH SCHOOL

**JUANITO A. MERLE**

Education Program Supervisor

**GREGORIO I. RACELIS**

President of Public School Heads Organization/Principal IV

**EMMANUEL E. SANTIAGO**

Authorized representative of an accredited teacher's union/Teacher III

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**SUB-COMMITTEE MEMBERS FOR TEACHING**

MARITA A. PIONILLA Education Program Supervisor	EUTQUIO A. EMPLEO Public Schools District Supervisor	RESTITUTO M. HERNANDEZ Public Schools District Supervisor
FERNANDO T. SEÑO Education Program Supervisor	FERDINAND T. GLOR Public Schools District Supervisor	CYNTHIA M. MARQUEZ Public Schools District Supervisor
ABNER L. PUREZA Education Program Supervisor	LUCIANO EVER C. CALUMNO Public Schools District Supervisor	MERIAM D. CAMPOSANO Public Schools District Supervisor
JEE ANN O. BORINES Education Program Supervisor	REJULIOS M. VILLENES Public Schools District Supervisor	CARMELO EUSEBIO P. ALTAMIRA Public Schools District Supervisor
MARIA DYLIN G. GARCIA Education Program Supervisor	ANABELLE F. EMPLEO Public Schools District Supervisor	LOURDES M. TAN Public Schools District Supervisor
RAUL R. AGARAN Education Program Supervisor	JAYBERT R. SARON Public Schools District Supervisor	DARWIN L. VILLAFLORES Public Schools District Supervisor
WENNIE O. GAELA Administrative Officer IV/HRMO II	LEONORA T. MOPERA Public Schools District Supervisor	LILIOSA B. DIASANTA Public Schools District Supervisor
MARIA DOLORES D. ATIENZA Administrative Officer V	YOLANDA C. AYUMA Public Schools District Supervisor	FRANCISCO D. OBLEA Public Schools District Supervisor
JAIME JR F. ZARA Public Schools District Supervisor	MARIO PABLO JR V. UMALI Public Schools District Supervisor	CARIDAD C. GRIMALDO Public Schools District Supervisor
AUREA J. GANDIA Public Schools District Supervisor	CELSO T. DIMACULANGAN Public Schools District Supervisor	MEILANI L. ADAN Public Schools District Supervisor
MARIA FATIMA U. CALAYAG Public Schools District Supervisor	MELINDA R. CAMACHO Public Schools District Supervisor	CAROLINA T. ZARACENA Public Schools District Supervisor
ESMERALDA N. TAN Public Schools District Supervisor	AVELINA U. JUGUETA Public Schools District Supervisor	LOURDES C. CABANAG Public Schools District Supervisor
RAQUEL P. MARCUAP Public Schools District Supervisor	ROSALDO C. ADAN Public Schools District Supervisor	CATALINO L. PORTA Public Schools District Supervisor
ISIDRO P. DELOS REYES Public Schools District Supervisor	ORLANDO D. SERDON Public Schools District Supervisor	LAARNI A. GLORIA Public Schools District Supervisor
HELEN R. ESTERNON Public Schools District Supervisor	MARLON M. RAÑESES Public Schools District Supervisor	LUZVIMINDA T. BUERANO Public Schools District Supervisor
CARLITO B. GUNAY Public Schools District Supervisor	REYVI C. FARAON Public Schools District Supervisor	ELENAR B. OPENA Public Schools District Supervisor
IREEN O. AVENO Public Schools District Supervisor	MARIA CARLA M. CARAAN Public Schools District Supervisor	NOLAN L. SANTOALLA Public Schools District Supervisor
ISAGANI H. MATIBAG Public Schools District Supervisor	JESSIE E. QUESEA Public Schools District Supervisor	MERCEDITA G. LORREDO Public Schools District Supervisor
CHONA D. ANDRADE Public Schools District Supervisor	ANGELITO A. OLVIDA Public Schools District Supervisor	DESIDERIA P. ZAFRANCO Public Schools District Supervisor
REDEMPTA J. NUEVO Public Schools District Supervisor		

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HRMPSB Members and Sub-Committee Members for Non-Teaching as per DepEd Order 66, s. 2007:

<b>HERBERT D. PEREZ</b> Principal III Officer-in-Charge Office of the Assistant Schools Division Superintendent <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>

<b>SUB-COMMITTEE MEMBERS</b>		
LORENA S. WALANGSUMBAT Chief Education Supervisor - CID	ELIZABETH M. DE VILLA Chief Education Supervisor - SGOD	MARITA A. PIONILLA Education Program Supervisor
JOSEPH E. JARASA Education Program Supervisor	JOAN ALEJAIDA R. MAUHAY Education Program Supervisor	ASUNCION C. ILAO Education Program Supervisor
CARMELA EZCEL A. OROGO Education Program Supervisor	JEE ANN O. BORINES Education Program Supervisor	FERNANDO T. SEÑO Education Program Supervisor
RAUL R. AGARAN Education Program Supervisor	WALTER F. GALAROSA Education Program Supervisor	CELESTINA M. ALBA Education Program Supervisor
JUANITO A. MERLE Education Program Supervisor	MARIA DYLIN G. GARCIA Education Program Supervisor	ABNER L. PUREZA Education Program Supervisor

<b>HRMPSB SECRETARIAT FOR TEACHING, TEACHING-RELATED AND NON-TEACHING</b>
<b>ANNA JEAN OGERIO</b> Administrative Officer II
<b>AKIMI THERESE M. ASANO</b> Administrative Assistant III

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