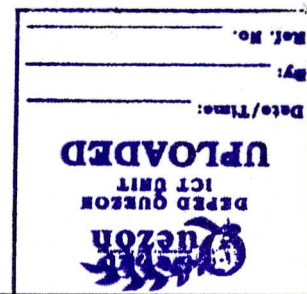


Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 September 2025

**DIVISION MEMORANDUM**  
DM No. 849, s. 2025

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

**To: Assistant Schools Division Superintendents**  
**Chief, CID/SGOD**  
**Education Program Supervisors**  
**HRMPSB Members**  
**Public Elementary and Secondary School Heads**  
**All Others Concerned**

1. In reference to DepEd Order No. 020, s. 2024 titled "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", this Office announces the special HRMPSB for all teaching positions with the following composition:

Governance Level	SPECIAL HRMPSB (Teaching Position)
Schools Division Office; and School	<p><b>Chairperson:</b> <b>ROSELYN Q. GOLFO</b> OIC-ASDS/HRMPSB Chairman</p> <p><b>Members:</b> <b>JUANITO A. MERLE</b> SGOD Chief <b>WALTER F. GALAROSA</b> OIC-CID Chief <b>MARIA DOLORES D. ATIENZA</b> Administrative Officer V <b>WENNIE O. GAELA</b> Administrative Officer IV/HRMO II <b>EDDIE ISMAEL I. EMOR</b> President of Teaching Personnel Association <b>RANEL M. ENCANTO</b> Observer</p> <p>A. Elementary <b>JOAN ALEJAIDA R. MAUHAY</b> EPS <b>ASUNCION C. ILAO</b></p>

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	<p>EPS <b>CARMEN H. MACATUGOB</b> EPS</p> <p>B. Junior High School <b>MARIA DYLIN S. GARCIA</b> EPS <b>CARMELA EZCEL A. OROGO</b> EPS <b>JEE ANN O. BORINES</b> EPS <b>ELPIDIO S. JAVIER</b> Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI)</p> <p>C. Senior High School <b>JAIME F. ZARA JR.</b> PSDS <b>ELPIDIO S. JAVIER</b> Division Chapter President of the National Association of Public Secondary School Heads, Inc. (NAPSSHI) <b>GREGORIO I. RACELIS</b> President of Public School Heads Organization</p> <p><i>Secretariat:</i> <b>CINDY P. PEREZ</b> Administrative Assistant III <b>RIZA O. MENDOZA</b> Administrative Assistant II</p>
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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:
- 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;

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- 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;
- Maintain 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.

3. Widest and immediate dissemination of this Memorandum is desired.

  
**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent 

Persrm09/09/2025

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