



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

May 4, 2022

**DIVISION MEMORANDUM**

No. 250, s. 2022

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

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public School Heads  
 All Others Concerned

- Pursuant to CSC MC No. 14, s. 2018 entitled “2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018” and DepEd Order No. 19, s. 2022 entitled “The Department of Education Merit and Selection Plan”, this Office hereby announces the members of the Division Human Resource Merit Promotion and Selection Board:

Regular Members	Alternate Members
Chair: <b>ZUREX T. BACAY, PhD</b> Assistant Schools Division Superintendent	
Members:	
<b>BERNARDO A. GARGABITE, EdD</b> Chief ES - SGOD	<b>LARRY B. ESPIRITU, PhD</b> Chief ES - CID
School Head or Chief of Division where the vacancy exists	
<b>FHRIESSY S. BERMUDA, II</b> Administrative Officer V	<b>ENGR. MARLON V. SIMINIG</b> Planning Officer
<b>STELLA MARIE C. DUMALE</b> Administrative Officer IV (HRMO)	<b>WINNIE S. VALDEZ</b> Administrative Officer II (Payroll)
PSB Secretariat: <b>JENNIELLE ANN B. NARCA</b> Administrative Assistant III	<b>KIMBERLY JOAN N. TADEO</b> Administrative Assistant III



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 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



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**ADDITIONAL MEMBER:** *To be invited when their respective organization established vacancy:*

PESPA President:

**EMILY I. FERNANDEZ, PhD**  
Principal IV

PSSPA President:

**NORMA A. FRAMO**  
Principal IV

Teachers' Association President (Secondary):

**MENARD Q. FAJARDO**  
Teacher III

Teachers' Association President (Elementary):

**JOHN GALLERA, PHD**  
Master Teacher II

President of the Division Non-Teaching Association: **JOHANN M. TABING**  
Information Technology Officer

2. In view hereof, the functions and responsibilities of the Division HRMPSB Committee are as follows:
  - 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;
  - c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, 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 examination, skills test, BEI, and others, as deemed necessary;
  - f. Submit to the appointing officer/authority the CAR/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;



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- i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as may be assigned.
3. In addition, the HRMO shall perform the following functions:
- a. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed form (CS Form 9, Revised 2018) in electronic and printed copies to the CSC FO;
  - b. 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;
  - c. Accept the application documents of all applicants submitted through the Records Division/Section/Unit, or the designated sub-committee/s;
  - d. Conduct initial evaluation of applicant's qualifications vis-a-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions;
  - e. 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) or disqualified (DQ) vis-d-vis the QS of the position to be filled.
  - f. Recommend to the appointing officer/authority the designation of subcommittee/s, as deemed necessary, to assist in the receipt of applications and conduct of initial evaluation;
  - g. Coordinate with and provide technical assistance and capacity building to the designated sub-committee/s in their performance of their specific duties and responsibilities;
  - h. Inform all applicants of the results of the initial evaluation, and post the IER, in alphabetical order, in at least three (3) conspicuous places in DepEd offices/ schools concerned;
  - i. Sit in the HRMPSB as a regular member; j. 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;



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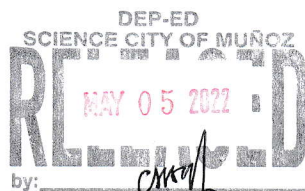


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- j. Announce the duly approved appointments through posting a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes such as but not limited to the DepEd website, office website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment;
  - k. Respond to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation; and m. Perform other functions as may be provided by law.
4. Furthermore, the Human Resource Development Section (HRDS) under the School Governance and Operations Division (SGOD) shall perform the following technical support function to the HRMPSB:
- a. Develop an HRD plan which shall set forth the competencies necessary to achieve organizational goals, objectives and strategic priorities;
  - b. Develop and manage the career of talents with superior performance and potential;
  - c. Develop and maintain an updated qualifications database of employees of the agency which includes education, experience, training, eligibility, and competencies; and
  - d. Assist the HRMPSB in the development of evaluative assessments such as written examinations, skills tests, competency assessments, BEI questions, and others assessment tools, as deemed necessary.
5. All HRMPSB meetings and deliberations shall always be presided by the Chairman. A majority of the HRMPSB members shall constitute a quorum.
6. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
7. Immediate and wide dissemination of this Memorandum is desired.



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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