



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

April 12, 2023

SCHOOLS DIVISION MEMORANDUM

No. 172, s. 2023

**RECONSTITUTING THE SCHOOLS DIVISION HUMAN RESOURCE
MERIT PROMOTION AND SELECTION BOARD**

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 reconstitutes the members of the Schools Division Human Resource Merit Promotion and Selection Board (HRMPSB), to wit:

Chair: ERLEO T. VILLAROS PhD Officer-In-Charge Office of the Assistant Schools Division Superintendent	
Regular Members	Alternate Members
BERNARDO A. GARGABITE EdD Chief ES	LARRY B. ESPIRITU PhD Chief ES
WINNIE W. POLI, EPS	ANGELICA M. BURAYAG PhD, EPS
FHRIESSY CRUZ S. BERMUDA II AO, V	ENGR. MARLON V. SIMINIG, PO III
STELLA MARIE C. DUMALE, AO IV, HRMO	WINNIE S. VALDEZ, AO IV
School Head or Chief of Division where the vacancy exists	
Secretariat	
KIMBERLY JOAN N. TADEO Administrative Officer II	PRINCESS MEA P. MADAYAG Administrative Assistant III





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

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):		JHON D. GALLERA, PHD Master Teacher II
President of the Non-Teaching Association:		JERRY I. CARRIDO Administrative Assistant III

2. In view hereof, the functions and responsibilities of the Schools Division HRMPSB are as follows:
- develop the selection recruitment and placement which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC 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 this policy, the provisions of the ORAOHRA, 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, minutes of deliberation and resolution;
 - 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; and
 - perform other related functions as may be assigned.





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

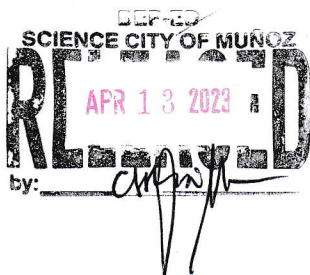
3. In addition, the HRMO shall perform the following functions:
 - a. submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed form (CS Form 9, Revised 2018) in electronic and printed copies to the CSC FO;
 - b. announce vacant position/s authorized to be filled through the publication or posting in at least three (3) conspicuous places in the Schools Division Offices (SDO) 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 Section, 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 sub-committee/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 SDO/schools concerned for at least 10 calendar days, indicating the date of posting;
 - k. 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 schools division website, or other official social media accounts for at least 15 calendar days, a day after the issuance of the appointment;





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

- l. 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 (EEOP) to applicants regardless of sex, age, sexual orientation & gender identity, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate and wide dissemination of this Memorandum is desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Payroll/ KJNT_2023

