



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

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Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**  
**MLA-2021-OSDS-** 035

To : **Dr. Casiana P. Caberte, CESE**  
**Dr. John Ariel A. Lagura**  
**Dr. Aquilino T. Milar, Jr.**  
**Mrs. Jocelyn P. Cutin**  
**Dr. Beatriz C. Luga**  
**Mrs. Michelle T. Sagaral CPA, MM**  
**Dr. Filomena C. Tanggaan**  
**Mrs. Esther L. Cagas**  
**Miss Angeli Faith V. Pascual**  
**Miss Lady May P. Karaan**

From : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent JAL

Subject : **COMPOSITION OF THE DIVISION HUMAN  
RESOURCE MERIT PROMOTION AND SELECTION  
BOARD (HRMPSB) WITH DUTIES AND FUNCTIONS**

Date : March 2, 2021

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1. In order to have a systematic method of assessing and selecting employees and in pursuance to DepEd Order No. 29, s. 2002, the following shall compose the Division Human Resource Merit Promotion and Selection Board (HRMPSB), following these duties and functions:

Chairperson: **CASIANA P. CABERTE PhD, CESE**  
(Assistant Schools Division Superintendent)

- a) Ensures that the selection of employees for appointment in the DepEd shall be anchored on the principles of merit, competence, fitness and equality.
- b) Supervises in the evaluation and validation of profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- c) Counterchecks the result of the ranking.
- d) Presides the deliberation en banc of qualifications of those listed in the selection lineup and leads in making recommendations for appointment in the exercise of sound discretion.

Members :

**JOHN ARIEL A. LAGURA PhD**

(Chief, Curriculum Implementation Division)

- a) Validates and/or assesses the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- b) Evaluates and validates outstanding relevant work accomplishments, educational attainment and training appropriate, including demonstration of exceptional job mastery and potential in major areas of responsibility of the applicants.
- c) Contacts and coordinates the Bureau of Education Assessment in the conduct of English Proficiency Test and other relative exams for further assessment of the applicants.

**AQUILINO T. MILAR, JR. PhD**

(Administrative Officer V [HRMO])

- a) Counterchecks that there is an equal opportunity for employment to all who are qualified to enter government service and for career advancement in the DepEd, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.
- b) Validates and/or assesses the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.

**JOCELYN P. CUTIN**

(Administrative Officer IV [Personnel Officer])

- a) Provides the qualification standard or the statement of the *minimum* qualifications for a position which shall include education, experience, training, civil service eligibility required in the performance of the job, including also the salary grade allocation.
- b) Publishes vacant positions in accordance with Republic Act 7041 (Publication Law), which includes publishing in the CSC Bulletin of Vacant Positions.
- c) Ensures that filling up of vacant positions shall be made after ten (10) calendar days from publication.
- d) Validates and/or assesses the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.

**BEATRIZ C. LUGA PhD**

(Representative, Academic/ Related Teaching)

- a) Validates and/or assesses the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the academic and related teaching positions applied for by applicants.
- b) Evaluates and validates outstanding relevant work accomplishments, educational attainment and training appropriate, including demonstration of exceptional job mastery and potential in major areas of responsibility of the applicants.

**MICHELLE T. SAGARAL CPA, MM**

(Representative, Non-Academic/ Non-Teaching

Division - DepEd National Employee's Union (NEU) for Non-Teaching Employees)

- a) Validates and/or assesses the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful

performance of the duties required of the non-teaching positions applied for by applicants.

Secretariats:            **FILOMENA C. TANGGAAN PhD**  
(SEPS II – HRDD)

- a) Assists in the evaluation and validation of the profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- b) Does the preliminaries in the conduct of interview and demonstration of the applicants.

**ESTHER L. CAGAS PhD**  
(EPS II – HRDD)

- a) Assists in the evaluation and validation of profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- b) Does the preliminaries in the conduct of interview and demonstration of the applicants.

**ANGELI FAITH V. PASCUAL**  
(ADAS III)

- a) Sorts out the folders/applications by position applied for.
- b) Makes a master list and summary of raw data/profile of applicants.
- c) Ensures that memorandum and/or notices of the vacant positions shall be posted in at least three (3) conspicuous places in the DepEd Office and big City Schools for at least ten (10) calendar days.
- d) Sends notifications to applicants of the screening process and outcome of the ranking.
- e) Assists in the evaluation and validation of profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- f) Does the preliminaries in the conduct of interview and demonstration of the applicants.
- g) Consolidates the result of the ranking.
- h) Posts notice announcing the appointment of employees for at least ten (10) to fifteen (15) calendar days in three (3) conspicuous places in the DepEd Office and big City Schools a day after the issuance of the appointment.
- i) Keeps records of the deliberations and other files related to the activities of the Personnel Selection Board, which must be made accessible to interested parties for transparency.

**LADY MAY P. KARAAN**  
(ADA VI)

- j) Sorts out the folders/applications by position applied for.
- k) Makes a master list and summary of raw data/profile of applicants.
- l) Ensures that memorandum and/or notices of the vacant positions shall be posted in at least three (3) conspicuous places in the DepEd Office and big City Schools for at least ten (10) calendar days.
- m) Sends notifications to applicants of the screening process and outcome of the ranking.
- n) Assists in the evaluation and validation of profile, skills and competencies, and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.

- o) Does the preliminaries in the conduct of interview and demonstration of the applicants.
  - p) Consolidates the result of the ranking.
  - q) Posts notice announcing the appointment of employees for at least ten (10) to fifteen (15) calendar days in three (3) conspicuous places in the DepEd Office and big City Schools a day after the issuance of the appointment.
  - r) Keeps records of the deliberations and other files related to the activities of the Personnel Selection Board, which must be made accessible to interested parties for transparency.
2. You are hereby expected to perform your duties and responsibilities with utmost sincerity and dedication. As such, you are hereby directed to familiarize DepEd Order No. 29, s. 2002.
3. For information, guidance, and strict compliance.



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