



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

MLA-2022-OSDS-043

To : **(Mrs.) MAYFLOR L. ROBLES**
Administrative Aide VI

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

Subject : **DESIGNATION OF ADDITIONAL SECRETARIAT FOR
THE DIVISION HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB)**

Date : March 2, 2022

1. In order to have a systematic method of assessing and selecting employees and in pursuance to DepEd Order No. 29, s. 2002, and in exigency of service, you are hereby designated as additional Secretariat of the Division Human Resource Merit Promotion and Selection Board (HRMPSB), effective immediately, following these duties and functions:
 - 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.
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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