



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- 092

To : **Atty. KATRINA B. ORA**

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

Subject : **DESIGNATION AS ALTERNATE MEMBER OF THE
DIVISION HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)**

Date : June 1, 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 Alternate Member of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) in lieu of Dr. Aquilino T. Milar, Jr. who is on study leave.

Your designation shall be effective immediately until such time Dr. Milar returns to duty, following these duties and functions:

- 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.
- c) 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.

- d) 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.



Address: Dampas, Tagbilaran City, Bohol

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph