



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- 190

To : **Mrs. BRENDA LOU D. ARANCANA JD**

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

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

Date : October 1, 2022

1. In exigency of service and in review of your appointment as Administrative Officer IV of the Personnel section, you are hereby designated as Member of the Division Human Resource Merit Promotion and Selection Board (HRMPSB).

Your designation shall be effective immediately, following these duties and functions:

- 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.

- e) Ensures that positions of teachers on leave shall be filled in with substitutes.
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/ DepEd Order No. 19, s.2022 and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA).
 3. For information, guidance, and strict compliance.



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