

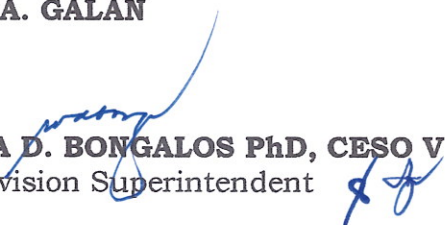


Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023-OSDS- 124

TO : **MAURINE C. CASTAÑO**
RUBEN C. LOREJO
MARICEL A. GALAN

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent 

SUBJECT : **DESIGNATION OF ADDITIONAL MEMBER AND SECRETARIAT OF
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
(HRMPSB)**

DATE : **August 4, 2023**

1. Pursuant to DepEd Order No. 019, s. 2022 titled, **The Department of Education Merit and Selection Plan**, to ensure that in all governance levels, the Department hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability, you are hereby designated as additional Member and Secretariat, respectively, of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) effective immediately.

You are tasked to perform the following duties and responsibilities:

MAURINE C. CASTAÑO, Member

- a) Assists the appointing officer/authority in the judicious and objective selection of candidates for appointment;
- b) Evaluates and deliberates the qualifications of all applicants in accordance with the DepEd MSP, the provisions of the ORAOHRA, and relevant hiring guidelines;
- c) Makes a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- d) Develops and conducts further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- e) Submits to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less;
- f) Maintains fairness and impartiality in the assessment of applicants;



Address: Dampas District, Tagbilaran City, Bohol
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- g) Spearheads the Human Resource Development Section (HRDS) under School Governance and Operations Division (SGOD) in performing the following technical support function to the HRMPSB:
 - i. Develops an HRD plan which shall set forth the competencies necessary to achieve organizational goals, objectives, and strategic priorities;
 - ii. Develops and manages the career of talents with superior performance and potential;
 - iii. Develops and maintains an updated qualifications database of employees of the agency which includes education, experience, training eligibility, and competencies; and
 - iv. Assists the HRMPSB in the development of evaluative assessments such as written examinations, skills tests, assessment tools, as deemed necessary.
- h) Performs other related functions as may be assigned.

RUBEN C. LOREJO and MARICEL A. GALAN, Secretariat

- a) Performs technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates;
- b) May also conduct and evaluate the results of the BI of candidates to be submitted to the HRMO;
- c) Does the preliminaries in the conduct of interview and demonstration of the applicants;
- d) Keeps records of the deliberations and other files related to the activities of the HRMPSB, which must be made accessible to interested parties for transparency; and
- e) Performs other related functions as may be assigned.

2. It is expected that you perform your duties and responsibilities with utmost sincerity and dedication. Membership in the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.

3. For your information, guidance, and compliance.

WDB/EQA/ADMIN/atm



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