



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

OSDS-2024- 084

TO : **Miss Maurine C. Castaño**
Dr. Janet T. Butalid
Dr. Aquilino T. Milar Jr.
Mrs. Brendalou D. Arancana MPA, REA, JD
Mrs. Michelle T. Sagara CPA, MM
Dr. Filomena C. Tanggaan
Dr. Esther L. Cagas
Dr. Rosene D. Olaivar
Mrs. Joanalli R. Operiano
Miss Lady May P. Karaan
Miss Elaine C. Centino
Mr. Ruben C. Lorejo
Mrs. Maricel A. Galan

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

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

DATE : January 22, 2024

1. In order to have a systematic method of assessing and selecting employees and in pursuance to DepEd Order No. 19, s. 2022 titled “The Department of Education Merit Selection Plan”, the following shall compose the new Division Human Resource Merit Promotion and Selection Board (HRMPSB) with the herein duties and functions:

Chairperson: **MAURINE C. CASTAÑO**
(Chief, School Governance & Operations Division)

- Spearheads in assisting the appointing officer/authority in the judicious and objective selection of candidates for appointment;
- Ensures that the selection of employees for appointment in DepEd shall be anchored on the principles of merit, competence, fitness, and equality;
- Spearheads in recommending to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- Evaluates and deliberates the qualification of all applicants in accordance with the DepEd MSP, the provisions of the ORAOHRA, and relevant hiring guidelines;



- e) Makes a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- f) Develops and conducts further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- g) 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;
- h) Spearheads in submitting to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- i) Maintains fairness and impartiality in the assessment of applicants; and
- j) Performs other related functions as may be assigned.

Members:

JANET T. BUTALID JD, PhD

(OIC Chief, Curriculum Implementation Division)

- 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;
- g) Spearheads the Human Resource Development Section (HRDS) under the 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 test, competency assessments, BEI questions, and other assessment tools, as deemed necessary.
- h) Performs other related functions as may be assigned.

AQUILINO T. MILAR JR. JD, PhD

(Administrative Officer V)

- a) Assists the appointing officer/authority in the judicious and objective selection of candidates for appointment;
- b) Recommends to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative

- assessment of applicants, and facilitate the evaluation process;
- c) Evaluates and deliberates the qualifications of all applicants in accordance with the DepEd MSP, the provisions of the ORAOHRA, and relevant hiring guidelines;
 - d) Makes a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - e) Develops and conducts further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
 - f) Submits to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less;
 - g) Maintains fairness and impartiality in the assessment of applicants;
 - h) Performs other related functions as may be assigned.

BRENDALOU D. ARANCANA MPA, REA, JD
(Administrative Officer IV [HRMO])

- a) Submits the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the prescribed CS Form in electronic and printed copies to the CSC FO;
- b) Announces vacant position/s authorized to be filled through the publication or posting in at least 10 calendar days;
- c) Accepts the application documents of all applicants submitted through the designated sub-committee/s;
- d) Conducts initial evaluation of applicant's qualifications vis-à-vis the QS of the position to be filled, and coordinate with the HRMPSB on matters needing collegial decisions;
- e) Prepares and submits to the HRMPSB the results of the initial evaluation using the prescribed form;
- f) Recommends to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the receipt of applications and conduct of initial evaluation;
- g) Coordinates with and provide technical assistance and capacity building to the designated sub-committee/s in their performance of their specific duties and responsibilities;
- h) Informs all applicants of the results of the initial evaluation, and posts the IER, in alphabetical order, in at least three (3) conspicuous places in DepEd Offices/schools concerned;
- i) Posts the CAR/CAR-RQA in at least three (3) conspicuous places in DepEd offices/schools concerned for at least 10 calendar days, a day after the issuance of the appointment;
- j) Announces the duly approved appointments through posting a Notice of Appointments Issued (NAI) in the bulletin boards and through other modes for at least 15 calendar days, a day after the issuance of the appointment;
- k) Responds to queries and/or complaints pertaining to the publication and posting of vacancies, submission of application documents, and initial evaluation;
- l) Performs other related functions as may be assigned.

MICHELLE T. SAGARAL CPA, MM

(Division Accountant III, Representative, Non-academic/
Non-Teaching Division-DepEd National Employees' Union)

- a) Assists the appointing officer/authority in the judicious and objective selection of candidates for appointment to the nonteaching positions;
- b) Evaluates and deliberates the qualifications of all nonteaching 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 nonteaching 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) Performs other related functions as may be assigned.

Secretariat:

FILOMENA C. TANGGAAN PhD
(SEPS – HRDS)

- 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) Monitors and evaluates regularly, the existing policies, guidelines, rules, and regulations affecting all HR actions; and
- e) Performs other related functions as may be assigned.

ESTHER L. CAGAS PhD
(SEPS – M & E/Social Mobilization)

- 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) Monitors and evaluates regularly, the existing policies, guidelines, rules, and regulations affecting all HR actions; and
- e) Performs other related functions as may be assigned.

ROSENE D. OLAIVAR PhD
(EPS II– HRDS)

- a) Performs technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates;



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- 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) Co-performs the following technical support function to the HRMPSB as the Human Resource Development Section (HRDS) under School Governance and Operations Division (SGOD);
 - 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, competency assessments, BEI questions, and other assessment tools, as deemed necessary.
- e) Performs other related functions as may be assigned.

JOANALLI R. OPERIANO
(ADAS III)

- 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) Performs other related functions as may be assigned.

LADY MAY P. KARAAN
(ADAS III)

- 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; and
- d) Performs other related functions as may be assigned.

ELAINIE C. CENTINO
(ADA VI)

- e) Performs technical support function to the HRMPSB in the conduct of assessment of applicants, and final evaluation of candidates;

- f) May also conduct and evaluate the results of the BI of candidates to be submitted to the HRMO;
- g) Does the preliminaries in the conduct of interview and demonstration of the applicants; and
- h) Performs other related functions as may be assigned.

RUBEN C. LOREJO

(AO II)

- 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; and
- d) Performs other related functions as may be assigned.

MARICEL A. GALAN

(ADAS III)

- 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; and
- d) Performs other related functions as may be assigned.

2. You are hereby expected to 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. As such, you are hereby directed to familiarize DepEd Order No. 007, s. 2023 and DepEd Order No. 19, s. 2022.

3. For information, guidance, and strict compliance.

WDB/ADMIN/atm



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