



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DE ORO

MAY 25 2023

DIVISION MEMORANDUM

No. **458** s. 2023



TO : Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District Officer-In-Charge
 Elementary/ Secondary School Principals
 Heads of Schools
 All Concerned

SUBJECT : RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

Please be informed that in connection with the Civil Service Commission (CSC) PRIME-HRM requirements in the application of Equal Employment Opportunity Principle (EEOP), and in pursuant to DepEd Order No. 19, s. 2022, "The Department of Education Merit Selection Plan", DepEd Order No. 007, s. 2023 "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", and the amended CSC Memorandum Circular No. 14, s. 2018 "2017 Omnibus Rules on appointments and Other Human Resource Actions, Revised July 2018, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following composition in the different governance levels, to wit:

Governance Level	HRMPSB MEMBERS	
	First Level Positions	Second Level Positions, including Second Level Executive/Managerial Positions
Schools Division Office; and School	Chair: ARLYN B. LIM, PhD Chief Education Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent Members: Ruben R. Reponte, EdD Chief Education Supervisor (SGOD) Dennis C. Alcano Senior Education Program Specialist Alternate Member (SGOD) School Head or Chief of Division where the vacancy exist Renato N. Pacpakin, EdD Education Program Supervisor Curriculum Implementation Division Alternate Member (CID)	Chair: ARLYN B. LIM, PhD Chief Education Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent Members: Ruben R. Reponte, EdD Chief Education Supervisor (SGOD) Dennis C. Alcano Senior Education Program Specialist Alternate Member (SGOD) School Head or Chief of Division where the vacancy exist Renato N. Pacpakin, EdD Education Program Supervisor Curriculum Implementation Division Alternate Member (CID)



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HRMPSB MEMBERS

First Level Positions

Second Level Positions, including Second Level Executive/Managerial Positions

Norberto S. Manlangit, MPA
Administrative Officer V

Ana O. Cerbo
Administrative Officer II
Alternate Member (Admin Services)

Luz E. Comonal
Administrative Officer

Joemeryn R. Muñoz
Administrative Officer II
Alternate Member (HRMO)

Representative of accredited employees association belonging to the first level employees:

Rowell T. Revilleza
Administrative Officer II
President
National Employees Union

Nisan Lejan M. Cal
Administrative Officer V
Alternate Member (NEU)

Secretariat:
Escent N. Nudalo
Lynnette P. Banayo

Norberto S. Manlangit, MPA
Administrative Officer V

Ana O. Cerbo
Administrative Officer II
Alternate Member (Admin Services)

Luz E. Comonal
Administrative Officer IV

Joemeryn R. Muñoz
Administrative Officer II
Alternate Member (HRMO)

Representative of accredited employees association belonging to the second level employees:

Allan R. Guerta, EdD
Public Schools District Supervisor
President
Public Schools District Supervisor
Association, Inc. (PSDSAI)

Florlinda G. Denopol, EdD
Public Schools District Supervisor
Alternate Member (PSDSAI)

Roger H. Prades, EdD
School Principal IV
President
Compostela Valley Association of Public
Secondary School Heads, Inc.
(CVAPSSHI)

Bernadette B. Gastanes
School Principal II
Alternate Member (CVAPSSHI)

Sandy G. Yee
School Principal II
President
Public Elementary School Principals
Association (PESPA)

Sozonte L. Puedan, Jr.
School Principal II
Alternate Member (PESPA)



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HRMPSB MEMBERS	
First Level Positions	Second Level Positions, including Second Level Executive/Managerial Positions
	<p>Ma. Linda A. Colita Master Teacher I President Division Federation of Teachers' Association</p> <p>Pebble P. Pumikpik Master Teacher I Alternate Member (DFTA)</p> <p>Rowell T. Revilleza Administrative Officer II President National Employees Union</p> <p>Nisan Lejan M. Cal Administrative Officer V Alternate Member (NEU)</p> <p>Secretariat: Escent N. Nudalo Lynnette P. Banayo</p>

<p>The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:</p>	<p>Additional functions</p>
<ul style="list-style-type: none"> a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes; b. Recommend 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. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines; d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions; 	<ul style="list-style-type: none"> a. Shall ensure the equal application of the EEOP policy among applicants; b. Formulates guidelines in the application of EEOP; c. The HRMPSB shall ensure the implementation of RSP-EEOP policies and guidelines to all qualified men and women including persons with Disabilities (PWD, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) applicants; d. Evaluate and deliberate the qualifications of those listed in the selection line up en banc; e. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position; f. Conduct further assessment such as written examination, skills tests, interview and others for qualified candidates;



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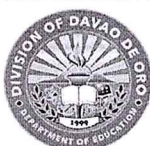
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<ul style="list-style-type: none"> e. Develop and conduct further assessment such as written examination, skills test, BEI, and others as deemed necessary; f. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation; g. Maintain fairness and impartiality in the assessment of applicants; h. Respond to queries and/or complaints pertaining to the comparative assessment results; i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and j. Perform other related functions as may be assigned. 	<ul style="list-style-type: none"> g. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.
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For strict compliance.



CRISTY C. EPE
Schools Division Superintendent



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