



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

08 FEBRUARY 2024

DIVISION MEMORANDUM

No. 82, s. 2024

**RECONSTITUTION OF DIVISION HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB) AND ITS FUNCTIONS**

Pursuant to DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan and DepEd Order 007, s. 2023 (Guidelines on the Recruitment, Selection, and Appointment in the Department of Education), Division Memorandum No. 283, s. 2023 is hereby amended which is reflected below:

Chair:

Mary Ann M. Allera – Assistant Schools Division Superintendent

Members:

1. **Maria Teresa M. Absin, PhD** – SGOD Chief

Alternate: **OIC- CID Chief**

2. **Janice Lourdes S. Resurreccion** – Administrative Officer V

Alternate: **Ninojomar S. Cablay** – Administrative Officer IV

3. **Melanie C. Estenzo** – Administrative Officer IV/HRMO

Alternate: **Shayne Yannah M. Frias** – Administrative Officer III

Representative of Accredited Employees' Association:

1. First Level Positions

Jocelyn B. Salisid – Administrative Assistant III

Alternate: **Bernabe C. Mejos, Jr.** – Administrative Aide III





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2. Second Level Positions (including School Level Executive/Managerial Positions)

Mark Lorren T. Tejano – ADOF V/Budget Officer/President NEU

Alternate: **Mila A. Janubas** – Agriculturist I/NEU Vice-President

Maria Asuncion G. Rafols – EPS I/MOPSTEA President

Alternate: **Vincent V. Pagaspas** – HT I/MOPSTEA Board Member

3. In the event of hiring teaching-related positions such as school heads/administrators, education program supervisor, and public schools district supervisors, the following shall duly represent:

Anthony Y. Pacamalan – Principal II/DAPSSHI President (Secondary)

Alternate: **Abdon R. Bacayana** – Principal IV/DAPSSHI President

Reynaldo V. Magan – Principal III/DESPA President (Elementary)

Alternate: **Allan B. Roxas** – Principal I/DESPA Vice-President

Norberto E. Rosales – EPS President

Alternate: **Sally S. Aguilar** – EPS Vice President

Cydel P. Valmores - PSDS President

Alternate: **Joel L. Jayme** – PSDS Vice-President

Secretariat:

1. **Claribel L. Rodriguez** – Administrative Assistant III
2. **Betty P. Saliring** – Administrative Officer II

The functions of the HRMPSB include, but not limited to, to the following:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of the candidates for appointment;
2. Disseminate screening procedure and criteria for selection to all DepEd officials, employees, and interested applicants;





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3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates;
4. Maintain records of the deliberation which must be made accessible to interested parties upon written request and for inspection and audit by the CSC;
5. Orient DepEd officials and employees pertaining to policies relative to personnel actions including the gender and development dimensions of the Merit Selection Plan;
6. Conduct further assessment such as written examination, skills tests, interview and others of qualified applicants;
7. Assists the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualifies for appointment to the vacant position, depending on the number of candidates;
8. Perform other related functions as maybe assigned.

Membership in the Human Resource Merit Promotion and Selection Board (HRMPSB) shall be accorded the utmost priority.

The individuals comprising this board have been meticulously chosen and assembled to fulfill a distinct purpose in every facet of the division's selection and hiring processes.

Upon its establishment, the appointed members were duly notified of their roles and responsibilities and are fully aware that they are precluded from relinquishing their respective positions for any personal motives or considerations whatsoever. Nevertheless, in the event that such a transition becomes necessary due to exceptional circumstances, it shall only be permissible following prior authorization from the Head of Office.


EDILBERTO L. OPLENARA, EdD, CESO V
Schools Division Superintendent

ELO/mama/jlsr/mce/bps



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