



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

**Office of the Schools  
Division Superintendent**

**MARCH 21, 2024**

**DIVISION MEMORANDUM**  
No. **197**, s. 2024

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

Pursuant to DepEd Order No. 19, s. 2000 (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. 82, s. 2024 is hereby amended which is reflected below:

**Chair:**

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

**Vice-Chairman:**

**Maria Asuncion G. Rafols** – EPS I / MOPSTEA President

**Members:**

1. **OIC- CID Chief**
2. **Janice Lourdes S. Resurreccion** – Administrative Officer V  
Alternate: **Niñojomar 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
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  
**Vincent V. PAGASPAS** – HT I/MOPSTEA Board Member



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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 Vice-President

**Reynaldo V. Magan** – Principal III/DESPA President  
Alternate: **Allan B. Roxas** – Principal I/DESPA Vice-President

**Norberto E. Rosales** – EPS President  
Alternate: **Sally S. Aguilar** – EPS 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, 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;
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 assessments such as written examination, skills tests, interview and others of qualified applicants;





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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 to top five (5) ranking candidates deemed most qualified 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 process.

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.

This reconstitution will take effect immediately and end until the return of the Schools Division Superintendent Edilberto L. Oplenaria.

Compliance is directed.

For the Schools Division Superintendent:

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent  
Officer-In-charge  
Office of the Schools Division Superintendent