



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

Office of the Schools Division
Superintendent

11 APRIL 2023

DIVISION MEMORANDUM
No. 283 s. 2023

**RECONSTITUTION OF THE 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), this to inform the with the reconstitution of the Division Human Resource Merit Promotion and Selection Board, as follows:

- a. **Erlinda G. Dael** - Chief Education Supervisor/
OIC-Assistant Schools Division
Superintendent, Chairman
- b. **Maria Teresa M. Absin** - Chief Education Supervisor
School Governance and Operations
Division (SGOD), Member

Alternate:

Cydel P. Valmores – PSDS/OIC-Chief Education Supervisor,
Curriculum Implementation Division

- c. **School Head or Chief of Division where vacancy exists**
- d. **Rhodora L. Gallares** - Education Program Supervisor/
OIC-Administrative Officer V, Member

Alternate:

Niñojomar S. Cablay – Administrative Officer IV-Records Officer

- e. **Melanie C. Estenzo** - Administrative Officer IV-HRMO, Member

Alternate:

Shayne Yannah M. Frias – Administrative Officer III



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f. **Representative of accredited employees' association:**

1. **First level positions**

Jocelyn B. Salisid – Administrative Assistant III

Alternate:

Aubrey Marie Cristine B. Tabor – Administrative Assistant III

2. **Second level positions (including Second Level Executive/Managerial Positions)**

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

Alternate:

Maria Asuncion G. Rafols – Education Program Supervisor/MOPSTEA President

Secretariat: Claribel L. Rodriguez - Administrative Assistant III
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 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 assessment 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 the 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 to the HRMPSB shall be treated with highest priority

They were duly selected and formed to serve a purpose in every conduct of division selection/hiring procedures.

At the time of its constitution, members thereof were informed and are well aware that they could not relinquish their respective post for any personal reasons and considerations whatsoever. However, if such hand over be warranted under the circumstances, it may only be allowed upon prior approval from the Head of Office.

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

ELO/EGD/mce



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