



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Division Memorandum
 No. 47, s. 2023

TO: ALL CONCERNED

SUBJECT: RECOMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

DATE: January 27, 2023

Pursuant to CSC MC No. 24, s. 2017 (Omnibus Rules on Appointment and other Human Resource Actions), DepEd Order No. 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions) and DepEd Order No. 42, s. 2007 (The Revised Guidelines on Selection, Promotion and Designation of School Heads), the HRMPSB is hereby reconstituted as follows:

a. For Non-Teaching Positions

Designation	Name	Alternate	Functions
Chairperson	JAN NOWEL E. PEÑA	N/A	Highest official responsible for human resource management.
Members	SALLY P. FEKEN -SGOD	DODDIE MARIE L. DUCLAN, EPS	Career service representative of the Division or unit where the vacancy exists
	RAMONCHITO A. SORIANO-CID	EMMANUEL C. UBUAN, EPS	
	SIXTO D. LANG-AY, JR.- Finance	NILDA T. MENDOZA, Budget Officer	
	SCHOOL HEAD	N/A	
	SIXTO D. LANG-AY, JR.- Non Teaching Ass. Pres.	NICASIO C. SUMARITA JR., Non Teaching Ass. Vice Pres.	Representative of the rank-and-file career employees
	DOROTHY S. ASINGAL, AO V	NILDA T. MENDOZA, AO V	Career Service Employee directly responsible for recruitment, selection and placement
CATHERINE M. BADONG, AO IV/HRMO	WELDA LIEZL P. BUSLIG, AO IV		
Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		Assists the HRMPSB members in the assessment





Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

b. For Teaching Positions

Designation	Name	Alternate	Functions
Chairperson	JAN NOWEL E. PEÑA	RAMONCHITO A. SORIANO, CES-CID	Highest official responsible for human resource management.
Members	PSDSs FERDINAND B. MALAGYAB ETD-I JOAN M. RAN O, ETD-2 EMILY B. LANGKIT ETD-3 HENRY ALUNDAY, NTD-1 CORAZON B. BRAVO NTD-2 AGUSTINA B. LOTON STD-1 ROBERT BINHA-ON STD-2 KAREN W. TABANCANAY STD-3 CORNELIA D. PERALTA, WTD-1 AGUSTINA N. LOMENG, WTD-2	N/A	Career service representative of the School/District where the vacancy exists
	SCHOOL HEAD	DEPARTMENT HEAD	
	ROMAN D. ALOS, T III/ Secondary Teachers Association President	ELIZALDE S. BLAZA, TII I/ Secondary Teachers Association Vice President	Representative of the duly accredited teachers' association in the DepEd.
	RONALD A. ANDALET, MT I/ Elementary Teachers' Association President	JAYSON B. ADUCA, T III/ Elementary Teachers' Association Vice President	
	DOROTHY S. ASINGAL, AO V	NILDA T. MENDOZA, AO V	Career Service Employee directly responsible for recruitment, selection and placement
	CATHERINE M. BADONG, AO IV/ HRMO	N/A	
Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		Assists the HRMPSB members in the assessment



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
 Contact numbers: 074-624-1619/ 074-624-1620
 Email address: tabuk.city@deped.gov.ph
 Website: <https://www.depedtabukcity.com>



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

c. Related Teaching Positions (Head Teacher and Principal Position)

Designation	Name	Alternate	Functions
Chairperson	JAN NOWEL E. PEÑA	N/A	Highest official responsible for human resource management.
Members	PSDSs FERDINAND B. MALAGYAB ETD-I JOAN M. RAN O, ETD-2 EMILY B. LANGKIT ETD-3 HENRY ALUNDAY, NTD-1 CORAZON B. BRAVO NTD-2 AGUSTINA B. LOTON STD-1 ROBERT BINHA-ON STD-2 KAREN W. TABANCANAY STD-3 CORNELIA D. PERALTA, WTD-1 AGUSTINA N. LOMENG, WTD-2	N/A	Career service representative of the School/ District/Division unit where the vacancy exists
	MILDRED S. CABAY, P IV/NAPSSHI President	MELCHOR G. LAYUGAN, HT VI/NAPSSHI Vice President	Representative of the duly accredited teachers' association in the DepEd.
	MARILYN B. PECUA, P II/PESPA President	AMADO B. DANAQ, P I/PESPA Vice President	
	DOROTHY S. ASINGAL, AO V	NILDA T. MENDOZA, AO V	Career Service Employee directly responsible for recruitment, selection and placement
CATHERINE M. BADONG, AO IV/HRMO	N/A		
Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		Assists the HRMPSB members in the assessment

Further, please be guided with your responsibilities as stated in the Merit Selection Plan.

Designation	Responsibilities
HRMO	<ul style="list-style-type: none"> - Develops plan which shall set the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs; - Develops and maintains an updated qualification database of employees of DepEd Tabuk City to include education, training, experience, skills, competencies and other similar information;



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
 Contact numbers: 074-624-1619/ 074-624-1620
 Email address: tabuk.city@deped.gov.ph
 Website: <https://www.depedtabukcity.com>