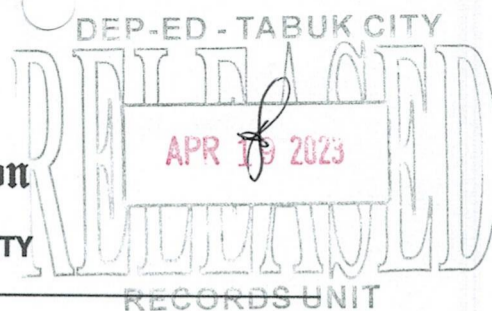




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



Division Memorandum

No. 56, s. 2023

TO: ALL CONCERNED

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

DATE: April 17, 2023

Pursuant to DepEd Order No. 007, series 2023, Guidelines on Recruitment, Selection, and Appointment in the Department of Education and DepEd Order No. 019, series 2022, The Department of Education Merit Selection Plan, CSC MC No. 24, s. 2017 (Omnibus Rules on Appointment and other Human Resource), the HRMPSB is hereby reconstituted as follows:

Schools Division Office; and School	HRMPSB Members (First Level Positions)	HRMPSB Members (Second Level, including Second Level Executive /Managerial Positions)
Chairperson	Jan Nowel E. Peña OIC -ASDS	Jan Nowel E. Peña OIC-ASDS
Members	Sally P. Feken- SGOD Chief Dorothy S. Asingal - AOV Catherine M. Badong- AO IV/HRMO School Head or Chief of Division where the vacancy exists Representative of accredited employee's association belonging to the first level employees	Sally P. Feken- SGOD Chief Dorothy S. Asingal - AOV Catherine M. Badong-AO IV/HRMO School Head or Chief of Division where the vacancy exists Representative of accredited employee's association belonging to the second level employees. -NEU representative - non-teaching -NAPSSHI -Secondary level -Secondary Teacher's Association -PESPA -Elementary level -Elementary Teachers Association
Secretariat:	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair.	Secretariat: Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair.



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

The HRMSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include the following:

1. Develop the SRP (Selection, Recruitment, Promotion) which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes.
2. 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.
3. Evaluate and deliberate the qualification of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines.
4. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions.
5. . Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary.
6. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and minutes of Deliberation.
7. Maintain fairness and impartiality in the assessment of applicants.
8. Respond to queries and/or complaints pertaining to the comparative assessment results.
9. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
10. Perform other related functions as may be assigned.

Please be guided accordingly.

BENEDICTA B. GAMATERO Ph.D, CESO V
Schools Division Superintendent



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