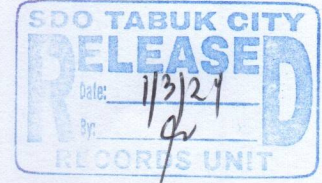




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

January 3, 2025

DIVISION MEMORANDUM

No. 04 s. 2025

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

To: ALL SDO TABUK CITY PERSONNEL

Pursuant to CSC MC No. 24, s. 2017 (Omnibus Rules on Appointment and other Human Resource Actions), DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan), DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions), the HRMPSB is hereby reconstituted as follows:

a. For Non-Teaching Positions

Designation	Name	Alternate	Functions
Chairperson	JAN NOWEL E. PEÑA OIC ASDS	N/A	Highest official responsible for human resource management.
Members	SALLY P. FEKEN SGOD Chief	FEDERICO C. FLORES JR.-EPS	Career service representative of the Division or unit where the vacancy exists
	RAMONCHITO A. SORIANO CID Chief	NICASIO C. SUMARITA JR., EPS	
	SIXTO D. LANG-AY, JR. Finance	WELDA LIEZL P. BUSLIG AO V	
	SCHOOL HEAD	HT/MT	
	SALLY P. FEKEN SGOD Chief	FEDERICO C. FLORES JR.-EPS	Career Service Employee directly responsible for recruitment, selection and placement
	DOROTHY S. ASINGAL AO V	RINGGO G. SUMEDCA ATTY. III	
	CATHERINE M. BADONG AO IV/HRMO	N/A	



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	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
Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		Assists the HRMPSB members in the assessment

b. For Teaching Positions

Designation	Name	Alternate	Functions
Chairperson	JAN NOWEL E. PEÑA OIC ASDS	N/A	Highest official responsible for human resource management.
Members	RAMONCHITO A. SORIANO CID Chief	NICASIO C. SUMARITA JR., EPS	Career Service Employee directly responsible for recruitment, selection and placement
	SCHOOL HEAD	DEPARTMENT HEAD/MT	Career service representative of the School where the vacancy exists
	DOROTHY S. ASINGAL AO V	RINGGO G. SUMEDCA ATTY. III	Career Service Employee directly responsible for recruitment, selection and placement
	CATHERINE M. BADONG AO IV/HRMO	N/A	
	Secondary Teachers Association President	Secondary Teachers Association Vice President	Representative of the duly accredited teachers' association in the DepEd.
	Elementary Teachers' Association President	Elementary Teachers' Association Vice President	



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Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair	Assists the HRMPSB members in the assessment
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c. School Administration and Related Teaching Positions

Designation	Name	Alternate	Functions	
Chairperson	JAN NOWEL E. PEÑA	N/A	Highest official responsible for human resource management.	
Members	PSDSs	N/A	Career service representative of the School/ District/ Division unit where the vacancy exists	
	PSDS vice Loton, A.-ETD-1 KAREN W. TABANGANAY-ETD-2 JOAN M. RANJO-ETD-3 AGUSTINA N. LOMENG-NTD-1 FERDINAND B. MALAGYAB-NTD-2 CORAZON B. BRAVO-STD-1 EMILY B. LANGKIT-STD-2 ROBERT BINHA-ON-STD-3 HENRY ALUNDAY-WTD-1 MA. MEDEA C. VALLEJO-WTD-2			
	RAMONCHITO A. SORIANO CID Chief	NICASIO C. SUMARITA JR., EPS		
	SCHOOL HEAD	DEPARTMENT HEAD		
	MILDRED S. CABAY P IV/NAPSSHI President	MELCHOR G. LAYUGAN HT VI/NAPSSHI Vice President		Representative of the duly accredited school heads association in the DepEd.
	MARILYN B. PECUA P II/PESPA President	AMADO B. DANAQ, P I/PESPA Vice President		
	SALLY P. FEKEN SGOD Chief	FEDERICO C. FLORES JR.-EPS		Career Service Employee directly responsible for recruitment,
	DOROTHY S. ASINGAL AO V	RINGGO G. SUMEDCA ATTY. III		
CATHERINE M. BADONG AO IV/HRMO	N/A			



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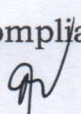

Office of the Schools Division Superintendent

			selection and placement
Secretariat	Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		Assists the HRMPSB members in the assessment

Further, the HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with your roles/responsibilities as stated in the Merit Selection Plan to include, but are not limited to, the following:

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

For immediate dissemination and compliance.



BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent 



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