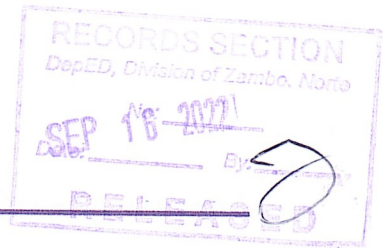




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 341 s. 2022

To: All Concerned Personnel
This Division

From: **VIRGILIO P. BATAN, JR. CESO VI**
Schools Division Superintendent

Subject: **COMPOSITION OF HRMPSB**

Date: September 8, 2022

1. Pursuant to DepEd Order No. 19, s. 2022, "THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN," which shall guide the personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and nonteaching positions in all government levels, the HRMPSB of this Division shall be composed of the following:

HRMPSB MEMBERS

First Level Positions (SG 1-10)	Second level (SG 11 upwards, including Second level Executive/ Managerial Positions)
CHAIRPERSON/S	
a. Assistant Schools Division Superintendent MA. JUDELYN J. RAMOS, CESE – ASDS	a. Assistant Schools Division Superintendent JUDITH V. ROMAGUERA, CESO VI -ASDS
MEMBERS	
b. Chief of School Governance and Operations Division JOY E. LETRAN-SINGSON, EMD -SGOD Chief Alternate: Ervie E. Acaylar – EPS, Asst. Chief SGOD	b. Chief of School Governance and Operations Division JOY E. LETRAN-SINGSON, EMD -SGOD-Chief Alternate: Ervie E. Acaylar – EPS, Asst. Chief SGOD
c. School Head or Chief of Division where vacancy exists	c. School Head or Chief of Division where vacancy exists
d. Administrative Officer V of the Administrative Services Division HELEN E. TANGON – AO V Alternate: Arnel C. Masion – AO IV(Records)	d. Administrative Officer V of the Administrative Services Division HELEN E. TANGON – AO V Alternate: Arnel C. Masion – AO IV(Records)





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e. Administrative Officer IV (HRMO) MARYLYNNE B. BAYRON – AO IV (Personnel) <i>Alternate:</i> Shelamae E. Dayapdapan, AO II	e. Administrative Officer IV (HRMO) MARYLYNNE B. BAYRON – AO IV (Personnel) <i>Alternate:</i> Shelamae E. Dayapdapan, AO II
f. Representative of accredited employee's association belonging to the first level employees	f. Representative of accredited employee's association belonging to the second level employees
Secretariat: ARIES MARK NOGAS – ADA VI SHAMMAH B. VELASCO – ADAS II ASDS's Staff SHELAMAE E. DAYAPDAPAN- AO II	Secretariat: ARIES MARK NOGAS – ADA VI SHAMMAH B. VELASCO – ADAS II ASDS's Staff SHELAMAE E. DAYAPDAPAN- AO II

2. The Board shall have the following functions: (Par 84, D.O. 19, s 2022)

The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to the following:

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





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3. To further achieve the principles of merit and fitness, objectivity and uniformity in evaluation, and strengthening of the selection process for teaching, related teaching and non-teaching personnel in this Division, the HRMPSB is directed to **strictly abide** by the guidelines stipulated in the forecited **DepEd Order No. 19, s. 2022**.

4. All Division Memoranda, Division Orders, rules and regulations, and other related issuances, which are inconsistent with this Division Memorandum and its provisions, are hereby repealed, rescinded, or amended.

5. For information, guidance and strict compliance.

Reference:

DepEd Order No. 19, s. 2022

PersonnelSMD/Division Memorandum/DM01-2022/091522

Navigating
Opportunities to
Reengineer for
Transformation &
Empowerment



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"Be and Do Much Better Each Day
with a
Sense of Urgency"