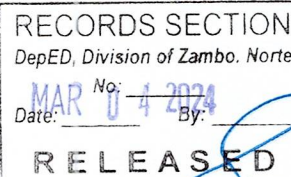




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

Division Memorandum
No. 151 s. 2024

March 01, 2024

**NEW COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) OF THE SCHOOLS DIVISION OF ZAMBOANGA
DEL NORTE**

TO: All concerned personnel
This Division

1. Pursuant to DepEd Order No. 19, s. 2022 and DeEd Order No. 07, s. 2023, "Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education," which shall guide the personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-teaching positions in all government levels, the new HRMPSB of this Division shall be composed of the following:

A. HRMPSB MEMBERS

		Alternate
Chairperson:		
Raymond M. Salvador CESO VI Assistant Schools Division Superintendent		
Vice-Chairperson:		
Joy Letran-Singson, EMD CES-SGOD		Ervie A. Acaylar EPS, Asst. SGOD Chief
MEMBERS		
Zhyrine P. Mayormita CES-CID		Arcelita B. Zamoras EPS
Helen E. Tangon AO V		Arnel C. Masion AO IV, Records
Marylynne B. Bayron AO IV, HRMO		Jemima D. Garay AO II, Payroll
Robert I. Poculan III SEPS, HRD		Nicollette Ria E. Tangon EPS II, HRD
Joseph L. Pantoja PDO-I/NEU Representative		Jennifer V. Mira ADAS III/ NEU Representative
SECRETARIAT		
1. Shelamae E. Dayapdapan, AO II- Head Secretariat		
2. Aries Mark D. Nogas, ADAS III		
3. Glory Jane D. Morgia, ADAS II		
4. Pamela J. Bacara, ADAS II		
5. Tedee S. Tabilon, ADA VI		
6. Lougen Magbanua, CMT-I		



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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. Recommended 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. 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.

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 **DepEd Order No. 19, s. 2022** and **DepEd Order No. 7, s. 2023**.

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.

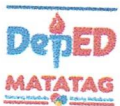
5. For information, guidance and strict compliance.

ROY C. TUBALLA, EMD, JD CESO V
Schools Division Superintendent

References:

Deped Order No. 007, s. 2023
Deped Order No. 19, s. 2022

HRMPSB/NewComposition/03-01-2024



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