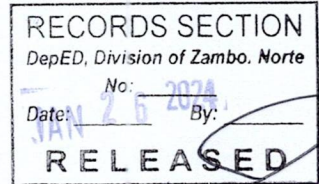




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Superintendent

January 24, 2024

Division Memorandum
 No. 59, s. 2024

NEW COMPOSITION OF HRMPSB

To: All Concerned Personnel
 This Division

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 new HRMPSB of this Division shall be composed of the following:

a. HRMPSB MEMBERS

(First Level Positions) SG 1-10

	<i>Alternate</i>
<i>Chairperson:</i>	
a. RAYMOND M. SALVADOR, CESO VI - ASDS	
<i>Members:</i>	
b. JOY E. LETRAN-SINGSON, EMD -SGOD-Chief	ERVIE E. ACAYLAR – EPS - Asst. Chief
c. School Heads where vacancy exists	School Heads where vacancy exists
d. HELEN E. TANGON – AO V	ARNEL C. MASION -AO IV (Records)
e. MARYLYNNE B. BAYRON – AO IV (Personnel)	SHELAMAE E. DAYAPDAPAN - AO II
f. Representative/s of the accredited employees association belonging to the first level employees	
<i>Secretariat:</i>	
ARIES MARK NOGAS – ADAS III SHIELA DELORIA – AO II – Pedagan Elementary School, Sergio Osmeña District GLORY JANE MORGIA – ADAS II ASDS’s Staff SHELAMAE E. DAYAPDAPAN- AO II	





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b. HRMPSB MEMBERS

(Second Level, including Second Level Executive/Managerial Positions)

(SG 11-up)

	<i>Alternate</i>
<i>Chairperson:</i>	
a. <i>RAYMOND M. SALVADOR, CESO VI - ASDS</i>	
<i>Members:</i>	
b. <i>JOY E. LETRAN-SINGSON, EMD- SGOD-Chief</i>	<i>ERVIE E. ACAYLAR - EPS- Asst. Chief</i>
c. <i>School Heads where vacancy exists</i>	<i>School Heads where vacancy exists</i>
d. <i>HELEN E. TANGON – AO V</i>	<i>ARNEL C. MASON -AO IV (Records)</i>
e. <i>MARYLYNNE B. BAYRON – AO IV (Personnel)</i>	<i>SHELAMAE E. DAYAPDAPAN - AO II</i>
f. <i>Representative/s of the accredited employees association belonging to the second level employees</i>	
<i>Secretariat:</i>	
<i>ARIES MARK NOGAS – ADAS III</i>	
<i>SHIELA DELORIA – AO II – Pedagan Elementary School, Sergio Osmeña District</i>	
<i>GLORY JANE MORGIA – ADAS II</i>	
<i>ASDS’s Staff</i>	
<i>SHELAMAE E. DAYAPDAPAN- AO II</i>	

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;



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REGION IX

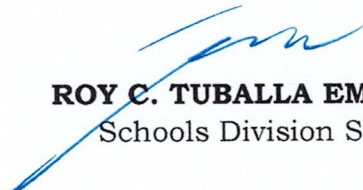
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- 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 aforesaid **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.


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

Reference:

DepEd Order No. 19, s. 2022

OSDS/Division Memorandum/001/012424



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