



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 DIVISION OF PAGADIAN

**RELEASED**  
 Date/Initial: 01-06-23  
 Dep. Ed. Division of Pagadian City

January 5, 2023

**Division Memorandum Order**

No. 25, s.2023

**DESIGNATION ORDER:  
 RECONSTITUTION OF HUMAN RESOURCE MANAGEMENT  
 PERSONNEL SELECTION BOARD (HRMPSB)**

To:

Assistant Schools Division Superintendent

**CONCERNED DIVISION OFFICE PERSONNEL**

All School Heads

Others Concerned

1. In conformity with DepEd Order No. 019, s.2022, the following personnel of this Division are hereby designated to constitute the Human Resource Management Personnel Selection Board (HRMPSB):

**a. for First Level Positions:**

- Chairperson : **Ma. Colleen L. Emoricha, EdD, CESO VI**  
 Assistant Schools Division Superintendent
- Members : 1. **Ma. Madelene P. Mituda, EdD**  
 Chief, School Governance and Operations Division (SGOD)
- : 2. **Emilia O. Zozobrado**  
 Administrative Officer V
- : 3. **Carlos M. Fuerzas, Jr.**  
 Administrative Officer IV, HRMO
- : 4. **The School Head or Division Chief where the vacancy exists**
- : 5. Representative of the accredited first level employees' association
- Secretary : 1. **Divina Grace O. Baluyot**  
 Administrative Officer II

**b. for Second Level Positions**

- Chairperson : **Ma. Colleen L. Emoricha, EdD, CESO VI**  
 Assistant Schools Division Superintendent
- Members : 1. **Ma. Madelene P. Mituda, EdD**  
 Chief, School Governance and Operations Division (SGOD)
- : 2. **Emilia O. Zozobrado**  
 Administrative Officer V
- : 3. **Carlos M. Fuerzas, Jr.**  
 Administrative Officer IV, HRMO
- : 4. **Locke D. Jusay**  
 President, National Employees Union (DepEd Pagadian City)
- : 5. **The School Head or Division Chief where the vacancy exists**
- Secretariat : 1. **Divina Grace O. Baluyot**  
 Administrative Officer II
- : 2. **Shirlyn Mae C. Dumo**  
 Administrative Officer II





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2. Pursuant to said DepEd Order No. 019, s.2022, the HRMPSB shall have the following terms of reference, to wit:

I. 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 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 subcommittee/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 this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
- d. Mate 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. This designation order shall be effective January 16, 2023 until amended, revoked or superseded accordingly. Attached is a copy of the composition of the Division Selection Sub-committees for guidance and compliance of all concerned.

4. For immediate dissemination and compliance.

**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent

*Attn.: Constitution of Division Selection Sub-committees*

*DIO//dljusay/sgod*  
*\_\_\_\_\_ /January 5, 2023*



**DIVISION SELECTION COMMITTEE (DSC)**  
**School Year 2022-2023**

1. Kindergarten	<b>Chairman</b>	<b>MA.COLLEEN L. EMORICHA, EdD, CESE</b> Asst. Schools Division Superintendent
	<b>Members</b>	<b>JOCELYN T. PEREZ, EdD,</b> Education Program Supervisor ESP
		<b>JUANITO CANTILA JR, EdD</b> Public Schools District Supervisor
		<b>JOVITA DUGENIA, EdD</b> Education Program Supervisor- Values Education
		<b>PEDRITA H. BALDOZA, EdD</b> PESPA Representative
		<b>HAZEL AGNES P. JUMAMIL</b> Teacher's Union Representative
		<b>JUDGE JOEL C. VERCEDE</b> FPTA President
<b>Secretariat</b>	<b>DYAN ANGEL SALABIT</b> ADAS III	
2. Elementary	<b>Chairman</b>	<b>MA.COLLEEN L. EMORICHA, EdD, CESE</b> Asst. Schools Division Superintendent
	<b>Vice-Chair</b>	<b>SALEM T. UYAG, EdD</b> Education Program Supervisor - MATH
	<b>Members</b>	<b>DOMINGO D. OMPOCO, JR. EdD</b> Education Program Specialist Filipino
		<b>HUBERT E. PATRIARCA</b> Education Program Supervisor - MAPHE
		<b>RAQUEL R. YAP, Ed.d</b> Public Schools District Supervisor
		<b>PEDRITA H. BALDOZA, EdD</b> PESPA Representative
		<b>HAZEL AGNES P. JUMAMIL</b> Teachers Union Representative
<b>JUDGE JOEL C. VERCEDE</b> FPTA President		
<b>Secretariat</b>	<b>KENT GARRY G. OBerez</b> ADAS III	
3. Junior High School	<b>Chairman</b>	<b>MA.COLLEEN L. EMORICHA, EdD, CESE</b> Asst. Schools Division Superintendent
	<b>Vice Chair</b>	<b>JUSERE ANN C. BASAYA, EdD</b> Education Program Supervisor - ENGLISH
	<b>Members</b>	<b>JANET NEGOSO, PhD</b> Public Schools District Supervisor
		<b>EIMIE T. ARUELO, EdD</b> Public Schools District Supervisor
		<b>DOMIE C. MATA JR., EdD</b> NASSPHIL Representative
		<b>ARTURO CALAGO</b> Teachers Union Representative
		<b>JUDGE JOEL C. VERCEDE</b> FPTA President
<b>Secretariat</b>	<b>JUDITH MIRASOL A. DAAN</b> ADAS III	
4. IPED (Elem & JHS)	<b>Chairman</b>	<b>MA.COLLEEN L. EMORICHA, EdD, CESE</b> Asst. Schools Division Superintendent
	<b>Vice Chair Members</b>	<b>SERAPION P. CABATINGAN, JR.</b> Education Program Supervisor, - ARPAN
		<b>ARACELI C. CAGADAS</b> Education Program Supervisor, LRMDS
		<b>LUDY P. DETALLA</b> Public Schools District Supervisor
		<b>PEDRITA H. BALDOZA, EdD</b> PESPA Representative
		<b>DOMIE C. MATA JR., EdD</b> NASSPHIL Representative
		<b>JUDGE JOEL C. VERCEDE</b> FPTA President
<b>Secretariat</b>	<b>RICHARD VAN TRIO</b> PDO - I	

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<b>5. Senior High School</b>	<b>Chairman</b>	<b>MA.COLLEEN L. EMORICHA, EdD, CESE</b> Asst. Schools Division Superintendent
	<b>Vice Chair</b>	<b>DEXTER JONES D. FIEL</b> Education Program Supervisor, - SCIENCE
	<b>Members</b>	<b>JAMES MARQUEZ, PhD</b> Education Program Supervisor - TLE
		<b>DOMIE C. MATA JR., EdD</b> NASSPHIL Representative
		<b>ARTURO CALAGO</b> Teachers Union Representative
		TESDA Representative
	<b>Secretariat</b>	<b>RICKY JAMES B. ESPANOL</b> ADAS III

Prepared by:

**MA. COLLEEN L. EMORICHA, EdD, CESE**  
ASDS, Chair HRMPSB