



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



January 5, 2024

**DIVISION MEMORANDUM**

No. 05, s. 2024

**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):

<b>A. FOR FIRST LEVEL POSITIONS</b>			
<b>Chairperson:</b>		<b>MA. COLLEEN L. EMORICHA. EdD, CESO VI</b> Assistant Schools Division Superintendent	
		<i>ALTERNATE</i>	
<b>Members:</b>	<b>1</b>	<b>MA. MADELENE P. MITUDA, EdD</b> Chief, School Governance and Operation Division (SGOD)	<b>MARIA DIOSA Z. PERALTA, EdD</b> Chief, Curriculum and Teaching Division (CTD)
	<b>2</b>	<b>EMILIA O. ZOZOBRADO</b> Administrative Officer V	<b>JEZREEL M. LOPEZ</b> Administrative Officer IV
	<b>3</b>	<b>CARLOS M. FUERZAS, JR.</b> Administrative Officer IV, HRMO	<b>SUZETTE C. SARAUSA</b> Administrative Officer IV, Supply
	<b>4</b>	<b>The School Head or Division Chief where the vacancy exists.</b>	
	<b>5</b>	<b>Representative of the accredited Teachers' Association.</b>	
<b>Secretary:</b>	<b>1</b>	<b>DIVINA GRACE O. BALUYOT</b> Administrative Officer II	

<b>B. FOR SECOND LEVEL POSITIONS</b>			
<b>Chairperson:</b>		<b>MA. COLLEEN L. EMORICHA. EdD, CESO VI</b> Assistant Schools Division Superintendent	
		<i>ALTERNATE</i>	
<b>Members:</b>	<b>1</b>	<b>MA. MADELENE P. MITUDA, EdD</b> Chief, School Governance and Operation Division (SGOD)	<b>MARIA DIOSA Z. PERALTA, EdD</b> Chief, Curriculum and Teaching Division (CTD)
	<b>2</b>	<b>EMILIA O. ZOZOBRADO</b> Administrative Officer V	<b>JEZREEL M. LOPEZ</b> Administrative Officer IV
	<b>3</b>	<b>CARLOS M. FUERZAS, JR.</b> Administrative Officer IV, HRMO	<b>SUZETTE C. SARAUSA</b> Administrative Officer IV, Supply
	<b>4</b>	<b>LOCKE D. JUSAY</b> President, National Employees Union (DepEd Pagadian City)	<b>RAQUEL R. YAP</b> Public Schools Division Supervisor





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	<b>5</b>	<b>The School Head or Division Chief where the vacancy exists.</b>
	<b>6</b>	<b>Representative of the accredited Teachers' Association.</b>
<b>Secretariat:</b>	<b>1</b>	<b>DIVINA GRACE O. BALUYOT</b> Administrative Officer II
	<b>2</b>	<b>SHIRLYN MAE C. DUMO</b> Administrative Officer II

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 provision of the ORAOHRA, and relevant hiring guidelines;
  - d. Make a systematic assessment of the qualifications and competence of applicant 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 immediately until amended, revoked, or superseded accordingly.

4. For immediate dissemination and compliance.

**LOURMA I. POCULAN, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer- In- Charge  
 Office of the Schools Division Superintendent

AcWem | Division Memo.  
 Ctrl No. \_\_\_01/05/2024

