



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED
Date/Initial: 5/16/25
DepEd, Division of Pagadian City

May 16, 2025

Division Memorandum
No. 20 s. 2025

Reconstitution of the Human Resource Merit Promotion
and Selection Board (HRMPSB)

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
School Heads: Elementary & Secondary
All others concerned

1. Pursuant to DepEd Order no. 7 s. 2023 (Guidelines on the Recruitment, Selection and Appointment in the Department of Education), as supplemented by CSC 2017 Omnibus Rules on Appointments and Other Human Resource Actions of the Human Resource Merit Promotion and Selection Board, this office hereby reconstitutes the Human Resource Merit Promotion and Selection Board (HRMPSB) as follows:

	HRMPSB for Teaching-Related, School Administration, and Non-Teaching Positions	Special HRMPSB for Teaching Position
Chairperson	Judith V. Romaguera, Ed.D, CESO VI Assistant Schools Division Superintendent	
Members	Ma. Madelene P. Mituda, Ed.,D. Chief, School Governance and Operations Division	Ma. Diosa Z. Peralta Chief, Curriculum Implementation Division
	Sanny Boy I. Asim Education Program Supervisor School Governance Operations Division	
	School Head or Chief of the School/Division where the vacancy exists	School Head where the vacancy Exists
	Ivy J. Estadilla Administrative Officer V	
	Carlos M. Fuerzas Administrative Officer IV Human Resource Management Officer	
Secretariat	Representative of the accredited employees' union/association	Representative of the accredited employees' union/ association belonging to the teaching group
	Divina Grace O. Baluyot Administrative Officer II (for school administration position)	Dyan Angel R. Salabit Administrative Assistant II
	Carl Jun Ceniza Administrative Aide VI (for non-teaching position)	Sherilyn C. Berame Administrative Aide VI
	Norjin Mae E. Alonzo	Judith A. Daan





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

	Administrative Assistant III (for related teaching position)	Administrative Officer II (on scheduled arrangement only)
Consultant	Atty Therese Angelie Camache, Legal Officer/Consultant	

2. 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 sub-committee/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. 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 10 (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.

HRMO:

- a. Conduct preliminary evaluation of the qualifications of applicants accordant to the approved Qualification Standards (QS) of the published positions to produce a list of qualified applicants;
- b. Provide qualification standards for a position which shall include, but not be limited to, education, training, experience, and eligibility;
- c. Publish vacant positions which shall include publication in the Civil Service Commission Bulletin of Vacant Positions.

SECRETARIAT:

- a. Assist in the evaluation and validation of profiles, skills, competencies, and potential and psycho-social attributes as required in the performance of the vacant position;
- b. Organize folders/applications by position applied for;
- c. Prepare a masterlist of profiles of applicants per vacant position;
- d. Ensure that notices of vacant positions are duly posted in at least three (3) conspicuous places;
- e. Prepare minutes of deliberations and meetings;
- f. Consolidate results of the ranking;
- g. Send notifications to applicants of the screening process and outcome;
- h. Conduct background checks on shortlisted candidates for appointment, if necessary;



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

-
- i. Keep records of the deliberations and all other documents related to the activities of the HRMPSB.
 3. In any HRMPSB activity, a majority of all regular members shall constitute a quorum, provided that the Chairperson is present.
 4. A separate issuance will be provided on the reconstitution of the district sub-committee.
 5. All other issuances inconsistent with this memorandum including the Memorandum on the Designation of Signatory of Appointments dated July 25, 2024 are hereby superseded.
 6. Widest dissemination and immediate compliance to this memorandum is enjoined.


DANNY B. CORDOVA, Ed.D. CESO V
Schools Division Superintendent

Reference:

DO 7 s 2022 Guidelines on the Recruitment, Selection and Appointment in the Department of Education)

To be included in the perpetual index,
under the following subjects:

HRMPSB Selection Process Master list of applicants