



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DM 2020-12-476  
MALAYBALAY CITY DIVISION  
RELEASED S:W  
DEC 07 2020  
BY

**DIVISION MEMORANDUM**

No. 476, s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Elementary and Secondary School Heads, Non-Implementing Units  
This Division

**FROM:** VICTORIA V. GAZO, PhD., CESO V  
Schools Division Superintendent

**RE:** Composition of the Division and School Human Resource Merit Promotion and Selection Board (HRMPSB)

**DATE:** November 24, 2020

1. Effective immediately, the composition of the Division and Schools Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reorganized as follows:

**A. Non-Teaching Position (Level 1 and Level 2)**

Chairman: ALIENA S. DAJAY, ASDS

Members: LORENZO O. CAPACIO, SGOD Chief

RALPH T. QUIROG, CID Chief

MANUEL D. DINLAYAN, II, DPA, Administrative Officer V

GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel

ALMACO F. A. VILLANUEVA, JR., AO-IV/Non-Teaching Asso. Rep.

Alternate Member: FLORABELLE R. PORRAS, AO-IV/Records

**B. Education Program Supervisor (EPS) Position**

Chairman: ALIENA S. DAJAY, ASDS

Members: LORENZO O. CAPACIO, SGOD Chief

RALPH T. QUIROG, CID Chief

MANUEL D. DINLAYAN, II, DPA, Administrative Officer V

GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel

LUIS S. ALAJAR, EPS Representative



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Alternate Members: ANALY L. OCIER, EPS  
FLORABELLE R. PORRAS, AO-IV/Records

**C. Public Schools District Supervisor (PSDS) Position**

Chairman: ALIENA S. DAJAY, ASDS  
Members: LORENZO O. CAPACIO, SGOD Chief  
RALPH T. QUIROG, CID Chief  
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V  
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel  
ROMIL T. JABONERO, PSDS Representative

Alternate Members: JOVY G. MOLINA, PSDS  
FLORABELLE R. PORRAS, AO-IV/Records

**D. Master Teacher I and Master Teacher II Position (Elementary and Secondary)**

Chairman: ALIENA S. DAJAY, ASDS  
Members: LORENZO O. CAPACIO, SGOD Chief  
RALPH T. QUIROG, CID Chief  
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V  
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel  
IRENE A. DINLAYAN, MTI/ MCDFTA Vice Pres. (Elem.)  
LEPELYN S. VALDEZ, MTII/ MCDFTA President (Secondary)  
Head of School where the vacancy exists (Secondary)

Alternate Members:  
DULCE L. VILLANUEVA, MT-I/MCDFTA Rep. (Elem.)  
FLORABELLE R. PORRAS, AO-IV/Records

**E. Head Teacher and Principal Positions (Elementary and Secondary)**

Chairman: ALIENA S. DAJAY, ASDS  
Members: LORENZO O. CAPACIO, SGOD Chief  
RALPH T. QUIROG, CID Chief  
MANUEL D. DINLAYAN, II, DPA, Administrative Officer V  
GUIA MA. G. VILLAHERMOSA, AO-IV/Personnel  
SUSAN S. OLANA, P-IV/DAPSHI President (Secondary)  
BENJAMIN M. BUHAWE, P-II/PESPA President (Elementary)

Alternate Members: SUNNY M. ROJAS, P-I/PESPA Vice President  
ELSON L. DAHILOG, ASP-II/DAPSHI Vice President





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FLORABELLE R. PORRAS, AO-IV/Records

Secretariat (Division Level Assessment):

LIEZL JANE L. PADRONES, ADA VI  
LOUELLA CHRISTIE S. TOYLO, ADA VI  
AMORELLE FAITH P. GO, ADA VI

**F. Teacher II and Teacher III Positions (Elementary and Secondary)**

**Elementary**

Chairman: Principal / School Head

Members: Four (4) members from among the Grade Level Chairpersons  
One (1) secretariat

**Secondary**

Chairman: Principal / School Head

Members: Department Head where the vacancy exists  
Department Head  
Administrative Officer  
President of Teacher's Association  
One (1) secretariat

2. Pursuant to DepEd Order No. 66 s. 2007 on Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, DepEd Order 29, s. 2002 Merit Selection Plan of the Department of Education, and the 2017 Omnibus Rules on Appointments and Other Human Resource Action (Revised 2018), the following are the duties and responsibilities of the Human Resource Merit Promotion and Selection Board:

- 2.1 Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
  - a) Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
  - b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- 2.2 Disseminate screening procedure and criteria for selection to all DepEd officials, employees, and interested applicants. Any modification of the procedure and criteria for selection shall, likewise be properly disseminated.
- 2.3 Prepare a systematic assessment of the competence and qualifications of the candidates for appointment. Maintain fairness and impartiality in the assessment of





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candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovation schemes in determining the best and most qualified candidate.

2.4 Evaluate and deliberate en banc the qualifications of those listed in the selection line up.

2.5 Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 thereof.

2.6 Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.

2.7 Orient DepEd officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

3. Previous issuances inconsistent with this memorandum are deemed revoked.

Copy furnished:

Records Unit  
Personnel Unit



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