



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

DM-2023-05-169
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 MAY 17 2023
 DATE: _____ Time: 4:40
 By: _____

DIVISION MEMORANDUM

No. 169, s. 2023

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

FROM:  **CHERRY MAE L. REYES**
 Schools Division Superintendent

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

DATE: May 3, 2023

1. Effective immediately, the composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reorganized following DepED Order No. 19, s. 2022 the Department's Merit Selection Plan as follows:

HRMPSB Members (First Level Position)	Alternate Member
Chairperson:	
Aliena S. Dajay Assistant Schools Division Superintendent	
Members:	
Lorenzo O. Capacio Chief Education Program Supervisor	Rosalio P. Arangco Education Program Supervisor
<i>School Head or Chief of Div. where vacancy exists</i>	
Manuel D. Dinlayan II Administrative Officer V	Florabelle R. Porras Administrative Officer IV/Records
Guia Ma. G. Villahermosa Administrative Officer IV/HRMOII	Novilyn G. Palma Administrative Officer II/HRMOI
Lee A. Ejem Administrative Assist. III/Division NEU 1 st level Rep.	Denise Karen L. Casinabe Administrative Officer I
Secretariat:	
Amorelle Faith Go, ADAS III	
Glaive May Molawan, AA VI	
Evelyn Joy V. Don, ADAS III	



Purok 6, Casisang, Malaybalay City
 Telefax (088) 314-0094
 Email: Malaybalay.city@deped.gov.ph



21 93 0060



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

HRMPSB Members (Second Level Position)	Alternate Member
Chairperson:	
Aliena S. Dajay Assistant Schools Division Superintendent	
Members:	
Lorenzo O. Capacio <i>Chief Education Program Supervisor</i>	Rosalio P. Arangco <i>Education Program Supervisor</i>
<i>School Head or Chief of Division where vacancy exists</i>	
Manuel D. Dinlayan II <i>Administrative Officer V</i>	Florabelle R. Porras <i>Administrative Officer IV/Records</i>
Guia Ma. G. Villahermosa <i>Administrative Officer IV/HRMOII</i>	Novilyn G. Palma <i>Administrative Officer II/HRMOI</i>
Rosie A. Salupado <i>Education Prog. Supervisor/Division NEU Secretary</i>	Janine M. Nericoa <i>Administrative Officer II</i>
Secretariat:	
Amorelle Faith Go, ADAS III	
Glaive May Molawan, AA VI	
Evelyn Joy V. Don, ADAS III	

2. Pursuant to DepEd Order No. 19 s. 2022 the new DepED Merit Selection Plan (MSP) 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, facilitate the evaluation process;
- c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and the relevant hiring guidelines;
- d. Make 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 5 (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;





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

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

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@deped.gov.ph



21 93 0060