

Republic of the Philippines

Bepartment of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DM-202	3-05-169
	YBALAY CITY DIVISION
REL	EASED
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DIVISIO	N	MEMOR	ŁΑ	N	DUM
No.	l	9		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	Rosalio P. Arangco		
Chief Education Program Supervisor	Education Program Supervisor		
School Head or Chief of Div. where vacancy exists 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 1st level Rep.	Denise Kareen L. Casinabe Administrative Officer 1		
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





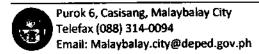
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HRMPSB Members	Alternate Member			
(Second Level Position)				
Chairperson:				
Aliena S. Dajay				
Assistant Schools Division Superintendent				
Members:				
Lorenzo O. Capacio	Rosalio P. Arangco			
Chief Education Program Supervisor	Education Program Supervisor			
School Head or Chief of Division where vacancy exists				
Manuel D. Dinlayan II	Florabelle R. Porras			
Administrative Officer V	Administrative Officer IV/Records			
Guia Ma. G. Villahermosa	Novilyn G. Palma			
Administrative Officer IV/HRMOII	Administrative Officer II/HRMOI			
Rosie A. Salupado	Janine M. Nericoa			
Education Prog. Supervisor/Division NEU Secretary	Administrative Officer II			
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;
 - 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;







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- 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

