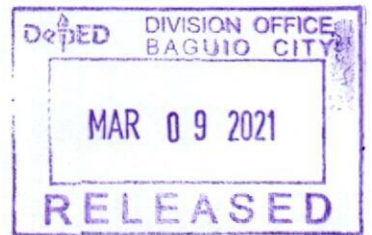




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



08 March 2021

DIVISION MEMORANDUM

No. 64, s. 2021

COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

TO : **DIVISION HRMPSB CHAIRPERSON**
ALL CHIEF EDUCATION SUPERVISORS
ALL PUBLIC SCHOOL HEADS
ALL SDO PERSONNEL
ALL OTHERS CONCERNED

1. Pursuant to the provisions of CSC MC No. 14, s. 2018, "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and Regional Memorandum No. 208, s. 2018, "Clarification of the Composition of the Personnel Selection Board of the Regional, the Schools Division Office and the Schools", the composition of the Division Human Resource Merit Promotion and Selection Board is hereby reconstituted as follows:

Chairperson: **CHRISTOPHER C. BENIGNO**
OIC - Assistant Schools Division Superintendent

Members: **1. Head of the organizational unit where the vacancy exists or his/her designated alternate**
 1.1. For School Head Positions:
Chief Education Supervisors (CID and SGOD)

2. NIEVES D. EBANIO
Administrative Officer V
 or her designated alternate

3. MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)
 or her designated alternate

4. President of the Division Employees Association depending on the vacancy, to wit:

4.1. For Teaching, Related Teaching and School Head Positions:
ORDEN V. CAYSO
President - BCSTE A
 or his authorized representative



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4.2. For Non-Teaching Positions:

MARIVIC M. GERVERO

President – BCSNTEA

or her authorized representative

4.3. For School Head Positions (Principals, Head Teachers and Teacher In-Charge)

Elementary:

JOSEPH A. ESTIGOY

President – PESPA

or his authorized representative

Secondary:

DANILO P. GAYAO

President – NAPSSHI

or his authorized representative

Secretariat:

ALMA D. GAYOB

Administrative Officer II

CHRISTOREY C. SIMANGAN

Administrative Officer II

2. In case where any of the aforementioned HRMPSB member is not available during the assessment due to unavoidable circumstances, the member shall issue a designation to his/her alternate duly noted by the Division HRMPSB Chairperson.

3. The Division HRMPSB shall have the following duties and responsibilities, to wit:

- Evaluate and deliberate the qualifications of those listed in the selection line up en banc.
- Make systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
- Conduct further assessment such as: written examination, skills test and interview of qualified candidates.
- Submit to the Appointing Authority the short list of ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.

4. All HRMPSB members are expected to perform their duties with utmost objectivity and without preferential interest during the assessment procedures.

5. Immediate and wide dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



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