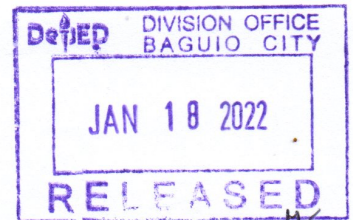




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



18 January 2022

**DIVISION MEMORANDUM**

No. 021, s. 2022

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

TO : **DIVISION HRMPSB CHAIRPERSON  
ALL CHIEF EDUCATION SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC SCHOOL HEADS  
NON-TEACHING PERSONNEL  
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, PhD**  
*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 and Related Teaching Positions:

**ORDEN V. CAYSO**  
*President - BCSTEA*  
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*

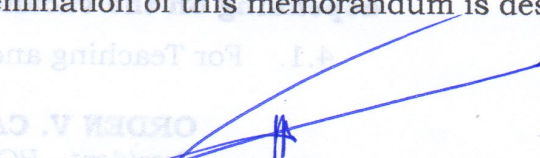
5. In case where any of the aforementioned HRMPSB member is not available during the assessment due to unavoidable circumstances, the member shall issue a designation to his/her alternate duly noted by the Division HRMPSB Chairperson.

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

- a. Evaluate and deliberate the qualifications of those listed in the selection line up en banc.
- b. Make systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
- c. Conduct further assessment such as: written examination, skills test and interview of qualified candidates.
- d. 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.

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

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

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent