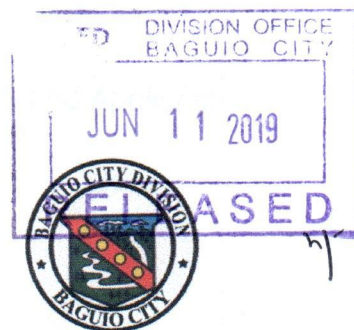




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
# 82 Military Cut-Off, Baguio City  
Telefax No.: (074) 442-7819



DIVISION MEMORANDUM  
No. 241, s. 2019

**COMPOSITION OF NEW SETS OF DIVISION HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION BOARD FOR SPECIFIC POSITIONS**

TO : DIVISION CHIEFS  
ALL EDUCATION PROGRAM SUPERVISORS  
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ALL SENIOR EDUCATION PROGRAM SPECIALIST  
ALL SECTION/UNIT HEADS  
ALL SCHOOL HEADS  
ALL OTHERS CONCERNED

1. Relative to the issuances on DepEd orders and memoranda, regional and division resolutions and Civil Service rules and regulations governing the selection, hiring and promotion of teaching, related teaching, non-teaching personnel and other positions, the office hereby creates its new sets of Division Human Resource Merit Promotion and Personnel Selection Board and Division Sub-Committee to assess the qualifications of applicants.
2. The composition of the Board depends on the position to be filled up, whether the vacant item is a teaching/related teaching position or a non-teaching position, or whether the item is an entry position or a promotional position. The sets of the Division HRMPSB are the following:

**A) For Teacher I Item**

<p>Division Sub-committee</p> <p>Chairperson: PSDS Concerned (for elementary) Core subject/learning area EPS (for JHS/SHS)</p> <p>Members: 4 School Heads/Head Teachers from the same district/learning area ICT Coordinator</p>	<p>The specific functions of this committee are: (1) to receive applications, (2) to verify documents as to completeness, veracity, accuracy and authenticity, (3) to conduct assessment as per TI hiring guidelines, and (4) to validate the e-RQA per area/group.</p>
<p>Division Committee Regular Members</p> <p>Chairperson: Dr. Soraya T. Faculo</p> <p>Members: Ms. Ma. Louella C. Moncada Ms. Nieves D. Ebanio Employees Assoc. President</p> <p>Special Members: SHS Coordinator (for SHS) Division PTA Federation Pres./Rep.</p>	<p>The function of this Board is to consolidate and review the e-RQA, and rank the applicants accordingly to come up with the final Registry of</p>



<p>PESPA President NAPSSHI president Secretariat: Ms. Alma D. Gayob</p>	<p>Qualified Applicants (RQA).</p>
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**B) For Teacher II, III, Master Teacher items and Head Teacher (IUs)**

<p>Division Sub-committee Chairperson: PSDS Concerned</p> <p>Members: School Head and 2 Head Teachers/Master Teachers of the learning area/district where the vacancy exists</p> <p>School Administrative Officer (for IUs)</p> <p>Faculty President or representative</p>	<p>The function of this committee is to conduct preliminary evaluation as to qualification of the applicant/s, perform the pre-assessment of documents, conduct interview, and submit the comparative assessment form with corresponding documents of the candidate/s to the Division HRMPSB.</p>
<p>Division Committee Regular Members Chairperson: Dr. Soraya T. Faculo Members: Ms. Ma. Louella C. Moncada Ms. Nieves D. Ebanio Employees Assoc. President</p> <p>Special Members: Mr. Marilyn S. Api-it, EPS Dr. Reynalyn T. Padsoyan, SEPS</p> <p>Secretariat: Ms. Alma D. Gayob</p>	<p>The function of this Board is to perform the final evaluation of the documents submitted/forwarded by the Division Sub-Committee, conduct further assessment of candidates, and rank them accordingly.</p>

**C) For Head Teacher (non IUs) and Principal Items**

<p>Regular Members Chairperson: Dr. Soraya T. Faculo Members: Mr. Arthur Tiongan (Operations) Dr. Juliet C. Sannad (Curriculum) Ms. Ma. Louella C. Moncada Ms. Nieves D. Ebanio Employees Assoc. President</p> <p>Special Members: Ms. Marilyn S. Api-it, EPS Dr. Reynalyn T. Padsoyan, SEPS PESPA President (for Elementary) NAPSSHI president (for Secondary)</p> <p>Secretariat: Ms. Alma D. Gayob</p>	<p>The function of the Board is to evaluate the documents submitted, conduct further assessment such as written exam, interview, background investigation and others of qualified candidates, assign points based on the set criteria, and rank the applicants to the vacant position.</p>
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**D) For SEPS, EPSII, EPS, PSDS**


<p>Regular Members Chairperson: Dr. Soraya T. Faculo Members: Division Chief where the vacancy exists</p>	<p>The function of the Board is to evaluate the documents submitted, conduct further</p>
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<p>Ms. Ma. Louella C. Moncada Ms. Nieves D. Ebanio Employees Assoc. President</p> <p>Special Members: Ms. Marilyn S. Api-it, EPS Dr. Reynalyn T. Padsoyan, SEPS</p> <p>Secretariat: Ms. Alma D. Gayob</p>	<p>assessment such as written exam, interview, background investigation and others of qualified candidates, assign points based on the set criteria, and rank the applicants to the vacant position.</p>
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### E) For Non-Teaching items

<p>Division Sub-Committee</p> <p>Chairperson: School Head</p> <p>Members: Section/Unit Head where the vacancy exists</p> <p>One Head Teacher or Master Teacher</p> <p>School Administrative Officer</p> <p>President/Representative, non-teaching Group</p>	<p>The function of this committee is to conduct preliminary evaluation as to qualification of the applicant/s, perform the pre-assessment of documents, conduct interview, and submit the comparative assessment form with corresponding documents of the candidate/s to the Division HRMPSB.</p>
<p>Division Committee Regular Members</p> <p>Chairperson: Dr. Soraya T. Faculo</p> <p>Members: Division Chief/Unit Head where the vacancy exists (for SDO) Ms. Ma. Louella C. Moncada Ms. Nieves D. Ebanio Non-Teaching Assoc. President</p> <p>Special Members: Ms. Marilyn S. Api-it, EPS Dr. Reynalyn T. Padsoyan, SEPS</p> <p>Secretariat: Ms. Alma D. Gayob</p>	<p>The function of this Board is to perform the final evaluation of the documents submitted/forwarded by the Division Sub-Committee, conduct further assessment of candidates, and rank them accordingly.</p>

3. For information and guidance.

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