



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

September 20, 2022

Office Memorandum

No. 051, s. 2022

To : All Concerned

**Revised Composition of the Division Human Resource Merit Promotion and
Selection Board (HRMPSB) 1st and 2nd Level Positions**

1. Pursuant to the Revised Merit Selection Plan of the Department of Education, the following are designated to compose the Division Human Resource Merit Promotion and Selection Board (HRMPSB) effective immediately.

- Chairperson: - Dr. Faustino N. Toradio
Asst. Schools Division Superintendent
- Members: - Dr. Danilo G. Gudelosao
Asst. Schools Division Superintendent
OIC-School Governance & Operation Division
- School Head/Chief of Division where Vacancy exists
- Dr. Carmela M. Restificar
Chief, Curriculum Implementation Division
- Mr. Fermin M. Albutra
Administrative Officer V
- Ms. Judith S. Apale
Administrative Officer IV
- Mr. Guy Aranjuez
Legal Assistant I/Representative, 2nd level
- Atty. Ralf Renz A. Rapirap
Administrative Officer II/Alternate Representative, 2nd level

-Ms. Joan S. Cabunoc
ADAS III/Representative, 1st level

- Mr. Allan Rey M. Palban
ADAS II/Alternate Representative, 1st level

Secretariat

Chairperson: - Ma. Maulitte M. Yap

Members

- Gerry S. Sagayno
- Niel John S. Bulacan
- Ma. Vibeth L. Bulacan
- Florly C. Saturinas
- Teodomera A. Bersaluna
- Dorothy Joy A. Tambis

Duties and responsibilities (DepED Order No. 19, s. 2022)

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 subcommittee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
- d. Make a 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 five (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;
- 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.

The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking. Appeals pertaining to the individual results and/or refusal of the applicant to affix their signature on the IES shall be addressed by the HRMPSB accordingly and shall be reflected in the documentation. In the event that an applicant fails or refuses to sign the IES, the official Minutes of Meeting shall suffice to establish the integrity of the assessment process.

The Secretariat may also conduct and evaluate the results of the BI of candidates to be submitted to the HRMO.

2. This designation which is in addition to the duties and functions of your present position shall not entail additional compensation and shall continue to be effective until rescinded.
3. Please be guided accordingly.


BIANITO A DAGATAN EdD, CESO V
Schools Division Superintendent



0050 LinoChatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: depcd.bohol@deped.gov.ph





Republic of the Philippines
Department of Education
DEPED NEU REGION VII – Bohol Chapter
Region VII, Central Visayas
Division of Bohol
City of Tagbilaran

RESOLUTION NO. 001
SERIES OF 2022

Re: REPRESENTATIVES OF THE RANK-AND-FILE CAREER EMPLOYEES FOR FIRST LEVEL AND SECOND LEVEL POSITIONS

WHEREAS, Section 88 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) provides that the Human Resource Merit Promotion and Selection Board (HRMPSB) for National Government Agency (NGA) shall be composed of a Chairperson and members, to which the members, inter alia, must have two (2) regular and alternate representatives of the rank-and-file career employees, coming from the first level and from the second level positions.

WHEREAS, Section 88 of the same Omnibus Rules provides that the representatives of the rank-and-file career employees for the first level and second level position be chosen by the duly accredited employees association in the agency.

WHEREAS, Section 88 of the same Omnibus Rules provides that the first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

WHEREAS, during the meeting of the DEPED NEU REGION VII - Bohol Chapter Officers held last June 09, 2022 at DepEd Bohol Division Office Conference Hall, it was agreed and unanimously approved by the Officers and Board of Directors to appoint the following as representatives during the screening process for a period of two (2) years:

- First Level Position
 1. **Ms. Joan S. Cabunoc** - Administrative Assistant III - Regular Representative
 2. **Mr. Allan Rey M. Palban** - Administrative Assistant II - Alternate Representative

- Second Level Position
 1. **Mr. Guy G. Aranjuez, JD** - Legal Assistant I - Regular Representative
 2. **Atty. Ralf Renz A. Rapirap** - Administrative Officer II - Alternate Representative

WHEREFORE, the body **RESOLVES** to **APPROVE** the appointment of the above-listed Officers and Board of Directors to represent the DEPED NEU REGION VII - Bohol Chapter during the screening process of candidates for vacancies in the first level and second level position for a period of two (2) years.



Republic of the Philippines
Department of Education
DEPED NEU REGION VII – Bohol Chapter
Region VII, Central Visayas
Division of Bohol
City of Tagbilaran

Done this 10th day of June, 2022 at DepEd Schools Division Office – Bohol, New Capitol Site, Tagbilaran City.

DEPED NEU REGION VII - Bohol Chapter Officers and Board of Directors:


MR. GUY ARANJUEZ, JD
President


ATTY. RALF RENZ RAPIRAP
Vice President


MS. AIAN DOLAUTA
Treasurer


MS. MA. VICTORIA JASPE
Auditor



MR. ALLAN REY PALBAN
PRO


MR. MARK CYRIL POTANE
Sgt.-At-Arms


MS. ANGELETTE REMOLADOR
Secretary


Board of Directors:



DR. EVELYN CODILLA
CID


MS. MA. ERMALINDA AMORES
Open Category


MS. MAULITTE YAP
SGOD/Functional Division/Phy. Facilities


MS. JOAN CABUNOC
ADAS III/ADAS II(Non-Implementing Units)


MR. FREDSIL BOLOTAULO
Medical/Dental Unit


MR. JAYSON LAZARA
ADAS III/ADAS II (Implementing Units)


MS. ALMA ESPINA
AO II


MR. GERRY SAGAYNO
ADAS II (Clerical)


MS. EVELYN MALARAN
ADA I-VI/ Security Guards