



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

Office of the Schools Division Superintendent

January 30, 2024

**DIVISION MEMORANDUM**

No. **033** s. 2024

To : All Concerned

**Composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) 1<sup>st</sup> and 2<sup>nd</sup> 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.

<b>HRMPSB Members</b> (First Level Position)	<b>HRMPSB Members</b> (Second Level, including Second Level Executive/Managerial Positions)
Chairperson: Dr. Eduardo A. Ompad	Chairperson: Dr. Eduardo A. Ompad
Vice Chairperson: Dr. Fay C. Luarez	Vice Chairperson: Dr. Fay C. Luarez
Members: Dr. Marcela R. Bautista	Members: Dr. Marcela R. Bautista
Mr. Fermin M. Albutra	Mr. Fermin M. Albutra
Mrs. Judith S. Apale	Mrs. Judith S. Apale
Atty. Vanessa H. Quijano	Dr. Renato D. Calamba
School Head or Chief of Division where the vacancy exists.	School Head or Chief of Division where the vacancy exists.
Secretariat: Ma. Maulitte M. Yap	Secretariat: Ma. Maulitte M. Yap
Gerry S. Sagayno	Gerry S. Sagayno
Florly C. Saturinas	Florly C. Saturinas
Teodomera A. Bersaluna	Teodomera A. Bersaluna
Dorothy Joy A. Tambis	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.

**CASIANA P. CABERTE PhD, CESO VI**  
Assistant Schools Division Superintendent  
Office In Charge  
Office of the Schools Division Superintendent