



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 993 s. 2022

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

TO: Assistant Schools Division Superintendent
Division Chiefs/Section Heads
Education Program Supervisors
Public Schools District Supervisors
Schools Heads of Public Elementary & Secondary
All Other Concerned

1. In Compliance with the CSC Guidelines stipulated in the 2018 ORA-OHRA and in consonance with DepEd Order No.66, series 2007, this office hereby announces the composition of the Division HRMPSB:

1.1 For promotions of teaching personnel (Teachers, MTs, SPETs)

Chairman:	Edgar Y. Tenasas	ASDS
Members:	Melani D. Escobarte	SGOD Chief
	Mark Chester Anthony G. Tamayo	CID Chief
	(school head or chief of division where the vacancy exists)	
	Francisco A. Anchojas	AO V-Admin. Services
	Mardonio B. Macapugas	AO IV-HRMO
	Raymund V. Remandaban	President Teacher's Assoc. (Elem)

1.2 For promotions of teaching related personnel under SGOD

Chairman:	Edgar Y. Tenasas	ASDS
Members:	Melani D. Escobarte	SGOD Chief
	Mark Chester Anthony G. Tamayo	CID Chief
	(or unit head where the vacancy exists)	
	Francisco A. Anchojas	AO V-Admin. Services
	Mardonio B. Macapugas	AO IV-HRMO
	Niceta L. Galura	President PSDS Assoc.
	Raymund V. Remandaban	President Teacher's Assoc.



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1.3 For promotions of teaching related personnel under CID

Chairman:	Edgar Y. Tenasas	ASDS
Members:	Melani D. Escobarte	SGOD Chief
	Mark Chester Anthony G. Tamayo (or unit head where the vacancy exists)	CID Chief
	Francisco A. Anchojas	AO V-Admin. Services
	Mardonio B. Macapugas	AO IV-HRMO
	Niceta L. Galura	President PSDS Assoc.
	Raymund V. Remandaban	President Teacher's Assoc.

1.4 For Promotions of non-teaching personnel (2nd level position)

Chairman:	Edgar Y. Tenasas	ASDS
Members:	Melani D. Escobarte	SGOD Chief
	Mark Chester Anthony G. Tamayo (or unit head where the vacancy exists)	CID Chief
	Francisco A. Anchojas	AO V-Admin. Services
	Mardonio B. Macapugas	AO IV-HRMO
	Mary Phoebe C. Quiban	Medical Officer
	Facundo G. Gamez	AO IV/President Non-teaching NEU

1.5 For Promotions of non-teaching personnel (1st level position)

Chairman:	Edgar Y. Tenasas	ASDS
Members:	Melani D. Escobarte	SGOD Chief
	Mark Chester Anthony G. Tamayo (or unit head where the vacancy exists)	CID Chief
	Francisco A. Anchojas	AO V-Admin. Services
	Mardonio B. Macapugas	AO IV-HRMO
	Facundo G. Gamez	AO IV/President Non-teaching NEU/1 st Level Representative

1.6 HRMPSB Secretariat:

Naisy M. Brosas	John Ryan T. Malate
Jyra A. Gocela	Archie Picoy
Maria Liza E. Delfin	Fe S. Panican
Jenelind Igana	Crisvill M. Villamor



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2 The following are the duties and responsibilities of the HR/HRMPSB/Appointment Official:

2.1 HRMO/In-charge of Personnel Unit

- 2.1.1 Publish vacant position in the Civil Service Commission (CSC) Bulletin of the Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Position in Government Officers;
- 2.1.2 Announce vacant position/s to be filled and post both in at least three (3) conspicuous places in the Division Offices/schools concerned for at least fifteen (15) working days;
- 2.1.3 List applicants for the vacant position/s both from inside and outside of DepEd Division Offices and schools;
- 2.1.4 Conduct preliminary evaluation on the qualification of the applicants against the Qualification Standards (QS) set by the CSC;
- 2.1.5 Prepare selection line-up which shall reflect the qualifications of the candidates;
- 2.1.6 Post in the three (3) conspicuous places in the DepEd, Division Offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- 2.1.7 Notify all applicants of the outcome of the preliminary evaluation; and
- 2.1.8 Submit the selection line-up to the HRM-PSB for the deliberation en banc

2.2 The HRMPSB


- 2.2.1 Evaluate and deliberate the qualifications of those listed in the selection line-up en banc;
- 2.2.2 Make a systematic assessment of the qualification and competence of candidates for appointment to vacant positions;
- 2.2.3 Conduct further assessment such as written examination, skills test, interview and others of qualified applicants;
- 2.2.4 Submit to the appointing authority the short list of five 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 cited in DO No.66, series of 2007. In case where there are multiple vacancies of the same position title, submit to the appointing authority the total number of top-ranking candidates in the CAR/CAR-RQA, computed by multiplying the number of vacant plantilla items by a factor of five (5), as follows:

Total number of top-ranking candidates = number of vacant items x 5



2.3 The Appointing Official shall:

- 2.3.1 Assess the list of top five (5) candidates for the appointment submitted by the HRMPSB or in case where there are multiple vacancies of the same position title of which the total number of top-ranking candidates in the CAR/CAR-RQA, computed by multiplying the number of vacant plantilla items by a factor of five (5).
 - 2.3.2 Select from among the top five (5) candidates or more based on the actual number of vacancies of the same title multiplied by a factor of five (5) the one deemed most qualified for the appointment to the vacant position(s).
 - 2.3.3 Issues the appointment in the accordance with existing Civil Service rules and regulations.
- 3 The Personnel Unit shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepEd, Division Offices/schools concerned. The date of posting shall be indicated in the notice.
 - 4 For information, guidance and compliance.


MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

Enclosures: None
Reference: ORA-OHRA as Revised 2018
DepEd Order No. 66, s. 2007

