




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

DIVISION MEMORANDUM

No. 297 s. 2022

TO : ALL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) MEMBERS
ALL OTHERS CONCERNED

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

DATE : June 22, 2022

SUBJECT : ADDITIONAL FUNCTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

1. In furtherance of this Division's implementation of the **Comprehensive Handling of Applications for Newcomers and for Career Enhancement: Customized Recruitment, Selection and Placement Policy of the Schools Division of Tacloban City (My CHANCE RSP Policy)** and to put emphasis in the application of the Equal Employment Opportunity Principle (EEOP), the Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following additional function, to wit:
 - a. Help in the dissemination and promotion of information regarding the Equal Employment Opportunity embodied in the Comprehensive Handling of Applications for Newcomers and for Career Enhancement: Customized Recruitment, Selection and Placement Policy of the Schools Division of Tacloban City (My CHANCE RSP Policy).
 - b. Disseminate screening procedure and criteria of my CHANCE RSP Policy to all teaching, related teaching, non-teaching employees, stakeholders and applicants.
 - c. Ensure the equal application of the EEOP policy among applicants.
 - d. Ensure the implementation of the EEOP policies and guidelines and that no qualified shall be deprived and discriminated in the submission of application documents and in going through the recruitment, selection and placement process due to their membership in any indigenous group, religious affiliation and those with diverse sexual orientation, gender identity and expression (SOGIE) applicants.
2. For wide dissemination and strict compliance.

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Date: 6/22/22
Time: 2:41