



Republic of the Philippines  
 Department of Education  
 REGION VI- WESTERN VISAYAS  
 SCHOOLS DIVISION OF SAGAY CITY

JAN 14 2025

**DIVISION MEMORANDUM**

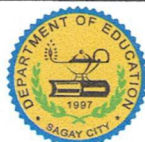
No. 023, s. 2025

**RE-COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS**

To: OIC, Assistant School Division Superintendent  
 Chiefs of CID and SGOD  
 Public Schools District Supervisor  
 Schools Heads of Public Elementary and Secondary Schools  
 All Other Concerned

1. Pursuant to the DepEd Order No. 019, s. 2022 entitled "The Department of Education Merit Selection Plan" the Division Human Resource Merit Promotion and Selection Board (HRMPSB) for the year 2025 onward is hereby reconstituted.

Designation	Name	Alternate
<b>Chairperson:</b>	<b>Mark Anthony J. Tan, Ph.D.</b> OIC – Asst. Schools Division Superintendent	
<b>Members:</b>	<b>Ma. Theresa Q. Bingcang</b> Chief, School Governance and Operation Division	<b>Josette P. Balandra</b> Education Program Supervisor SGOD
	<b>Noe B. Abdon</b> Administrative Officer V – Admin Services	<b>Rhodora D. Desamparado</b> Administrative Officer IV – Records
	<b>Ma. Leah Linda S. Tan</b> Administrative Officer IV	<b>Romeo B. Santillan</b> EPS – Filipino
	<b>School Head or Chief of Division where vacancy exists</b>	
	<b>For Non – Teaching (Second Level Positions)</b>	
<b>Araceli A. Craus</b> Senior Education Program Specialists President, Division NEU	<b>Grace B. Lanutan</b> Nurse II Member, Division NEU	





Republic of the Philippines  
Department of education  
**REGION VI- WESTERN VISAYAS**  
**SCHOOLS DIVISION OF SAGAY CITY**

Designation	Name	Alternate
<b>Members:</b>	<b>For Non – Teaching (First Level Positions)</b>	
	<b>Nelly B. Langcoy</b> Administrative Assistant III Member, Division NEU	<b>Princess G. Peteza</b> Administrative Aide VI Member, Division NEU
	<b>For Teacher II, III and Master Teachers</b>	
	<b>Benjie Z. Rochar</b> Master Teacher I President, Sagay Teachers League	Vice President, Sagay Teachers League
	<b>For School Administration (Elementary Level)</b>	
	<b>ELIZABETH A. ADRANEDA</b> School Principal II President of Philippine Elementary School Principals Association	<b>ISIDORA D. JUMAYAO</b> School Principal II Vice- President of Philippine Elementary School Principals Association
<b>For School Administration (Secondary Level)</b>		
<b>JONA A. ESMALLA</b> School Principal II President of National Association of Secondary School Heads of the Philippines Inc.	<b>ROSALIE D. DELENIA</b> School Principal II Vice- President of Philippine Secondary School Principals Association	
<b>Secretariat</b>	<b>Louiene Grace B. Macatual</b> Administrative Assistant III	<b>Rhodora D. Desamparado</b> Administrative Officer IV-Records

2. As Members of the HRMPSB, you are expected to:
- 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 sub-committee/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;



Republic of the Philippines  
Department of education  
REGION VI- WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

- 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.
3. 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.
4. For wide and immediate dissemination to the field.

**DANNIE CLARK M. UGUIL**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent



Enclosure : none  
Reference : as stated  
Allotment : N/A  
No. of Pages : \_\_\_\_\_

To be indicate in the **Perpetual Index** under the following subjects:  
**EMPLOYEES      SELECTION      PROMOTION**

FN: rdd/memo/HRMPSB