



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JAN 13 2026

DIVISION MEMORANDUM

No. 034, s. 2026

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

To: Assistant School Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisor
Schools Heads of Public and Private 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 2026 onward is hereby reconstituted.

Designation	Name	Alternate
Chairperson:	Mark Anthony J. Tan OIC – Asst. Schools Division Superintendent	
Members:	Ma. Theresa Q. Bingcang Chief, School Governance and Operation Division	Josette P. Balandra Education Program Supervisor SGOD
	Administrative Officer V – Admin Services	Rhea P. Alba Administrative Officer IV - Records
	Rhodora D. Desamparado Administrative Officer IV – Records	Louiene Grace B. Macatual Administrative Officer IV – Procurement
	School Head or Chief of Division where vacancy exists	
	For Non – Teaching (Second Level Positions)	
	Araceli A. Craus Senior Education Program Specialists President, Division NEU	Grace B. Lanutan Nurse II Member, Division NEU
	For Non – Teaching (First Level Positions)	
	Nelly B. Langcoy Administrative Officer II Member, Division NEU	Vianka Kassandra R. Sonoy Administrative Assistant III Member, Division NEU
	For Teacher II, III and Master Teachers	
	President, Sagay Teachers League	Vice President, Sagay Teachers League
	For School Administration (Elementary Level)	
	President of PESPA	Vice- President of PESPA
	For School Administration (Secondary Level)	
President of NASSHPHIL	Vice- President of NASSHPHIL	
Secretariat	Princess G. Peteza Administrative Assistant II	Stephanie Grace S. Medina Administrative Aide VI
	Aiza Joy T. Bonifacio-Sonoy Administrative Assistant III	





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2. As Members of the HRMPSB, you are expected to:
 - a. Develop the Selection, Recruitment and Placement which shall be submitted for approval to the appointing officer/ authority, with copies furnished to 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 to 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 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 the 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. Wide and immediate dissemination of this Memorandum is desired.

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