



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 23 2023

MEMORANDUM
No. 118, s. 2023

ADDENDUM TO DM NO. 115, S. 2023
“RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD OF THE SCHOOLS DIVISION OFFICE”

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Relative to **Division Memorandum No. 115, s. 2023** entitled **RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE SCHOOLS DIVISION OFFICE**, attached are the Sub-Committee for HRMPSB.

DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Sub-Committee	School Heads/OICs	
	School Administrative Officer II / HR In-charge	

2. Members of the Sub-Committee are designated by the Head of Agency or Schools Division Superintendent, to perform the function of receiving application documents, on or before the deadline indicated in the official memorandum.

3. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: as stated.

To be indicated in the Perpetual of Index under the following subjects:

MERIT RECRUITMENT
SELECTION PROMOTION

AMF/ADDENDUM TO DM NO. 115, S. 2023 “RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE SCHOOLS DIVISION OFFICE”

118 May 22, 2023

NUM-2023-118

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MEMORANDUM

No. 115, s. 2023

**RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD OF THE SCHOOLS DIVISION OFFICE**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
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1. Pursuant to **DepEd Order No. 019, s. 2022** entitled **THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN** in view of the promotional appointment and other personnel movements/actions within the Schools Division Office. This is to inform the field of the reconstitution of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) based on **CSC 2017 Omnibus Rules on Appointments and Other Human Resource Actions**, as amended.

DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Chairperson	DR. NERISSA ROXAS-LOMEDA OIC-Office of the Assistant Schools Division Superintendent	
Members	Mrs. MA. REGAELE A. OLARTE Education Program Supervisor	Mrs. MA. REGAELE A. OLARTE Education Program Supervisor
	School Head or Chief of the Division where the vacancy exists	
	Mrs. NOEMI A. VALDEZ Administrative Officer V	
	Ms. ANGELA M. FRANCISCO Administrative Officer IV-HRMO	

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	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
	Mr. MELANIO SAN JOSE JR. Administrative Assistant III Vice President, NEU Muntinlupa	Atty. ERNESS FAITH J. REGACHO Attorney III President, NEU Muntinlupa Mr. EDIZER S. LAQUEO School Principal II President, Muntinlupa Public School Heads Association Mr. OWEN EARL D. BAUTISTA Teacher III, President MunFPEST
Secretariat	Ms. SHIELA ROSE H. BACHOCO Administrative Officer II	
Support Staff	Mr. JOHN LORD G. VIVO Administrative Assistant III	

2. Members of the HRMPSB shall perform the following functions and responsibilities as enumerated in the ***Omnibus Rules on Appointments and Other Human Resource Actions, Section 85, Rule IX***, to wit:

“The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with approved Agency Merit Selection Plan (MSP).”

“The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved MSP and shall **submit** to the appointing authority/officer the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.”





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3. Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority. This designation, which is in addition to the duties and function of their present position, shall not entail additional compensation and shall continue to be effective until rescinded.
4. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: as stated.
To be indicated in the Perpetual of Index
under the following subjects:

MERIT	RECRUITMENT
SELECTION	PROMOTION

AMF/ RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE SCHOOLS DIVISION OFFICE
115 / May 15, 2023

NUM-2023-115



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