



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No. 015, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Pursuant to **DepEd Order No. 019, s. 2022** titled, **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.

2. The composition of the HRMPSB shall be as follows:

DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Chairperson	DR. VIOLETA M. GONZALES CESO VI Assistant Schools Division Superintendent	
Members	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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DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Members	Mr. MELANIO SAN JOSE JR. Administrative Assistant III Vice President, NEU Muntinlupa	Atty. ERNESS FAITH J. REGACHO-ESPANTO Attorney III President, NEU Muntinlupa Mr. EDIZER S. LAQUEO School Principal II President, Muntinlupa Public School Heads Association Mr. ARSENIO S. MEDENILLA Teacher III, President, MunFPEST
Secretariat	Ms. SHIELA ROSE H. BACHOCO Administrative Officer II	
Support Staff	Mr. JOHN LORD G. VIVO Administrative Assistant III	

3. The 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 the 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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4. Membership to the HRMPSB shall be considered as a regular duty and shall be treated with utmost priority. This designation, which is in addition to the duties and functions of their present position, shall not entail additional compensation and shall continue to be effective until rescinded.

5. The 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. The composition of the sub-committee shall be as follows:

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	

6. 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
015/ January 22, 2024

NUM-2024-015



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