



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

**No. 167, 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, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. Pursuant to *CSC MC No. 14, s. 2018* titled, "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018" and *DepEd Order No. 007, s. 2023* titled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", **Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB)** is hereby reconstituted to wit:

DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Chairperson	<b>Mrs. MA. REGAELE A. OLARTE</b> OIC-Chief Education Program Supervisor, SGOD Education Program Supervisor	
Members	<b>Mrs. IVY M. ROMANO</b> Senior Education Program Specialist	
	<b>School Head or Chief of the Division</b> where the vacancy exists	
	<b>Mrs. NOEMI A. VALDEZ</b> Administrative Officer V	
	<b>Ms. ANGELA M. FRANCISCO</b> Administrative Officer IV-HRMO	



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NATIONAL CAPITAL REGION

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DESIGNATION	HRMPSB Members (First Level Position)	HRMPSB Members (Second Level, including Second Level Executive / Managerial Positions)
Members	<b>Mr. MELANIO SAN JOSE JR.</b> Project Development Officer I Vice President, NEU Muntinlupa	<b>Atty. ERNESS FAITH J. REGACHO-ESPANTO</b> Attorney III President, NEU Muntinlupa  <b>Mr. ADOR B. QUERUBIN</b> School Principal IV President, Muntinlupa Public School Heads Association  <b>Mr. ARSENIO S. MEDENILLA</b> Teacher III, President, MunFPEST
Secretariat	<b>Ms. SHIELA ROSE H. BACHOCO</b> Administrative Officer II	
Support Staff	<b>Ms. DULCE B. SAMSON</b> Administrative Aide VI	

2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to the following:

- Develop System of Ranking of Position (SRP) which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
- 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;
- Evaluate and deliberate the qualifications of all applicants in accordance with the policy, the provisions of the OHRAOHR, and relevant hiring guidelines;
- Make systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- Develop and conduct further assessment such as written examination, skill test, BEI, and others, as deemed necessary;
- Submit to the appointing authority officer/authority the Comparative Assessment Result (CAR)/CAR of the Registry of Qualified Applicants (CAR/RQA), highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- Maintain fairness and impartiality in the assessment of applicants;
- Respond to the queries and/or complaints pertaining to the comparative assessment results;





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- i. Recommend areas of improvement to the Central Office (CO), through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as may be assigned.
3. 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.
4. 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/Supervisors	
	School Administrative Officer II / HR In-charge	

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

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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

MERIT  
SELECTION

RECRUITMENT  
PROMOTION