



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 APR 03 2025

MEMORANDUM

No. 170, s. 2025

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

To: OIC-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. 07, s. 2023 titled, THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN**, 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	Dr. LILIA A. RICERO Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent	
Members	Ms. MA. REGAELE A. OLARTE Education Program Supervisor OIC-Chief Education Supervisor, SGOD	
	School Head or Chief of the Division where the vacancy exists	
	Ms. 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. Project Development Officer I Vice President, NEU Muntinlupa	Atty. ERNESS FAITH J. REGACHO-ESPANTO Attorney III President, NEU Muntinlupa Dr. ADOR B. QUERUBIN School Principal IV President, Muntinlupa Public School Heads Association Muntinlupa Chapter Mr. HILARIO G. CANASA School Principal II President, Philippine Elementary School Principals' Association Muntinlupa Chapter Mr. ARSENIO S. MEDENILLA Teacher III, President, MunFPEST Ms. IVY M. ROMANO Senior Education Program Specialist
Secretariat	Ms. AIRA G. PARILLA Administrative Aide VI	
Support Staff	Ms. DULCE B. SAMSON Administrative Assistant III Ms. RUTH F. ARCIAGA Administrative Assistant I	



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SPECIAL HRMPSB (TEACHING POSITION)

(Based on DepEd Order No. 20, s. 2024)

DESIGNATION	Name
Chairperson	Dr. LILIA A. RICERO Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent
Members	Dr. FLORANTE C. MARMETO Chief Education Supervisor Curriculum Implementation Division
	School Head or Chief of the Division where the vacancy exists
	Ms. NOEMI A. VALDEZ Administrative Officer V
	Ms. ANGELA M. FRANCISCO Administrative Officer IV-HRMO
	Mr. ARSENIO S. MEDENILLA Teacher III President, MunFPEST
Secretariat	Ms. AIRA G. PARILLA Administrative Aide VI
Support Staff	Ms. DULCE B. SAMSON Administrative Assistant III
	Ms. RUTH F. ARCIAGA Administrative Assistant I



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2. 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.”

3. Anent to **DepEd Order No. 20, s. 2024**, titled, **Recruitment, Selection, and Appointment to Higher Teaching Positions**, the Schools Division Office hereby assigned sub-committee for various hiring and promotion process. Attached is the Enclosure A-COMPOSITION OF SUB-COMMITTEE OF VARIOUS HIRING AND PROMOTION PROCESS and Enclosure B – List of Designated Sub-committee.

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. 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
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AMF/RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE
SCHOOLS DIVISION OFFICE
170 / March 28, 2025



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Enclosure A.

**COMPOSITION OF SUB-COMMITTEE OF
VARIOUS HIRING AND PROMOTION PROCESS**

DESIGNATED SUB-COMMITTEE	APPLICANT	PROCEDURE
School Administrative Officer/ HR-in-Charge Faculty President Master Teacher I-II School Head	Teacher I (All level)	Acceptance of Application Initial Evaluation (Education, Training, Experience, Eligibility) Scoring of ETEE
School Administrative Officer/ HR-in-Charge Faculty President Master Teacher I-II School Head	Teacher II-VII	Acceptance of Application Initial Evaluation (Education, Training, Experience, Eligibility and Performance Requirements)
School Administrative Officer/ HR-in-Charge School Head Public Schools District Supervisor Education Program Supervisor	Master Teacher I-V	Acceptance of Application Initial Evaluation (Education, Training, Experience, Eligibility and Performance Requirements)
School Head Master Teacher I-II	Teacher II-VII	Classroom Demonstration Teaching Assessment of Non-Classroom Indicators
School Head Public Schools District Supervisor Education Program Supervisor School Head Public Schools District Supervisor Chief Education Supervisor, CID	Master Teacher I-V	Classroom Demonstration Teaching Assessment of Non-Classroom Indicators



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Enclosure B.

LIST OF DESIGNATED SUB-COMMITTEE

No.	NAME	POSITION	OFFICE
1	Dr. Marissa M. Andanza	Education Program Supervisor	SDO Muntinlupa
2	Mr. Lambert G. Quesada	Education Program Supervisor	SDO Muntinlupa
3	Dr. Leonaida L. Gutierrez	Education Program Supervisor	SDO Muntinlupa
4	Dr. John Albert B. Colle	Education Program Supervisor	SDO Muntinlupa
5	Mr. Edison C. Enerlas	Education Program Supervisor	SDO Muntinlupa
6	Ms. Mariel Eugene L. Luna	Education Program Supervisor	SDO Muntinlupa
7	Dr. Armida S. Oblinada	Education Program Supervisor	SDO Muntinlupa
8	Dr. Liliosa B. Palce	Education Program Supervisor	SDO Muntinlupa
9	Dr. Ma. Carmen D. Solayao	Education Program Supervisor	SDO Muntinlupa
10	Dr. Gina U. Urquia	Education Program Supervisor	SDO Muntinlupa
11	Ms. Clarisa C. Avila	Public Schools District Supervisor	SDO Muntinlupa
12	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor	SDO Muntinlupa
13	Dr. Ma. Myra E. Namit	Public Schools District Supervisor	SDO Muntinlupa
14	Dr. Jay boy E. Evano	Public Schools District Supervisor	SDO Muntinlupa
15	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor	SDO Muntinlupa
16	Dr. Evangeline M. Aman	Public Schools District Supervisor	SDO Muntinlupa
17	Dr. Eric F. Fungo	Public Schools District Supervisor	SDO Muntinlupa
18	Dr. Ada Trinidad A. Tagle	Public Schools District Supervisor	SDO Muntinlupa



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No.	NAME	POSITION	SCHOOL
1	Dr. Ma. Aurora S. Bartolaba	School Principal IV	Alabang Elementary School
2	Dr. Felipe W. Marapao	School Principal I	Bagong Silang Elementary School
3	Dr. Buena C. Dela Cruz	School Principal II	Bayanan Elem School Main
4	Dr. Jane May C. Valbuena	School Principal IV	Bayanan Elem School Unit I
5	Ms. Marie Anne Esmeria	Assist School Principal II	Buli Elementary School
6	Mrs. Jocelyn Morales	Master Teacher II - OIC	Cupang Elem School - Annex
7	Ms. Ma. Hazel B. Hernandez	School Principal II	F. De Mesa Elementary School
8	Mr. Edizer S. Laqueo	School Principal II	Cupang Elem School Main
9	Mr. Alma O. Bituin	Head Teacher III	Filinvest Alabang Elem School
10	Ms. Rhodora V. Mandap	School Principal III	Itaas Elementary School
11	Dr. Shella C. Navarro	School Principal IV	Muntinlupa Elementary School
12	Dr. Raul T. Felix	School Principal IV	Poblacion Elementary School
13	Mr. Hilario G. Canasa	School Principal I	Putatan Elementary School
14	Dr. Antonio C. Gagala	School Principal III	Soldier's Hills Elem School
15	Ms. Jennifer S. Joson	School Principal II	Sucat Elementary School Main
16	Ms. Hayde F. Gucor	Master Teacher I - OIC	Sucat Elem School Zone 3 & 4
17	Ms. Olivia G. Elloso	School Principal II	Tunasan Elementary School
18	Mr. Reynaldo O. Comisario	School Principal I	Victoria Hills Elem School
19	Dr. Louie M. Valdez	Master Teacher I - OIC	Lakeview Integrated School
20	Mr. Reynante Espeleta	Head Teacher III - OIC	Muntinlupa Business HS
21	Ms. Jinky Santos	School Principal II	Muntinlupa Business HS - Annex
22	Dr. Rosendo Sangalang	School Principal IV	Muntinlupa National HS
23	Dr. Ador B. Querubin	School Principal IV	Muntinlupa Science HS
24	Dr. Antonio B. Rocha	School Principal IV	Pedro E. Diaz High School
25	Dr. Eden C. Binaday	School Principal III	Poblacion National HS
26	Ms. Vilma S. Vloria	School Principal II	Tunasan National HS
27	Mr. Jason B. Albaro	Head Teacher V	Cupang Senior High School
28	Dr. Jayboy E. Evano	PSDS - OIC	Sucat Senior High School



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No.	NAME	POSITION	SCHOOL
1	Jenny R. Andor	Administrative Officer II	Muntinlupa Elementary School
2	Michael Evan Aguelo	Administrative Officer II	Bayanan Eleme School Main
3	Jason S. Raymundo	Administrative Officer II	Itaas Elementary School
4	Joan Vanesa L. Fuster	Administrative Officer II	Poblacion Elementary School
5	Gina A. Sabado	Administrative Officer II	Putatan Elementary School
6	Julien Raiza Espinosa	Administrative Officer II	Tunasan Elementary School
7	Julie Ann A. Manto	Administrative Officer II	Victoria Hills Elementary School
8	Rachel L. Rodriguez	Administrative Officer II	Soldier's Hills Elementary School
9	Jennifer L. Sabdao	Administrative Officer II	F. De Mesa Elementary School
10	Almira P. Hernandez	Administrative Officer II	Alabang Elementary School
11	Ella Marie A. Collado	Administrative Officer II	Filinvest Alabang Elementary School
12	Ma. Riza R. Dalungan	Administrative Officer II	Bagong Silang Elem School
13	Mark Anthony B. Cayanan	HR In Charge	Bayanan Elem. School Unit I
14	Marie Kieden Zyna L. Herrera	Administrative Officer II	Buli Elementary School
15	Romalyn Milca N. Javier	Administrative Officer II	Cupang Elementary School Annex
16	Ladylyn N. Elchico	Administrative Officer II	Sucat Elem School Zone 3 & 4
17	Jennielyn A. Manto	Administrative Officer II	Muntinlupa National HS-JHS
18	Lenny C. Belen	Administrative Officer II	Muntinlupa National HS-SHS
19	Maria Teresa P. Dominguez	Administrative Officer II	Tunasan National HS - SHS
20	Thelma V. Medina	Administrative Officer II	Poblacion National High School
21	Ma. Giselle F. Villamayor	Administrative Officer II	Cupang Senior High School
22	Joed D. Espeleta	Administrative Officer II	Lakeview Integrated School
23	Melinda M. Adesna	Administrative Officer II	Muntinlupa Business HS Main
24	Rosalie T. Torres	Administrative Officer II	Muntinlupa Business HS - Annex
25	Nery Ann E. Lorenzo	Administrative Officer II	Alternativew Learning School
26	Grace Rivero	Administrative Officer II	Tunasan National HS - JHS
27	Evangeline Cosare	HR In Charge	Muntinlupa Science High School
28	Rocille Mendoza	Administrative Assisant II	Sucat Senior High School
29	Pamela D. Baldo	Administrative Officer II	Cupang Elementary School