



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 15 2025

MEMORANDUM
No. **534**, s. 2025

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

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 **DepEd Order No. 019, s. 2022**, titled, **The Department of Education Merit Selection Plan**, and **DepEd Order No. 020, s. 2024**, titled, **Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions**, hereby reconstitutes the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level Positions, to wit:

HRMPSB FOR NON-TEACHING POSITION

Chairperson: **Dr. LILIA A. RICERO**
Assistant Schools Division Superintendent

Members: **Ms. MA. REGAELE A. OLARTE**
Education Program Supervisor
OIC-Chief Education Supervisor, SGOD

Ms. NOEMI A. VALDEZ
Administrative Officer V

Ms. ANGELA M. FRANCISCO
Administrative Officer IV-HRMO

Atty. ERNESS FAITH J. REGACHO-ESPANTO
Attorney III
President, NEU Muntinlupa

Mr. MELANIO SAN JOSE JR.
Project Development Officer I
Vice President, NEU Muntinlupa (Alternate for Level One Representative)

NUM-2025-534



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

534



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

HRMPSB FOR RELATED TEACHING AND SCHOOL ADMINISTRATION POSITION

Chairperson: **Dr. LILIA A. RICERO**
Assistant Schools Division Superintendent

Members: **Ms. MA. REGAELE A. OLARTE**
Education Program Supervisor
OIC-Chief Education Supervisor, SGOD

School Head
Where the vacancy exists

Ms. NOEMI A. VALDEZ
Administrative Officer V

Ms. ANGELA M. FRANCISCO
Administrative Officer IV-HRMO

Mr. OWEN EARL D. BAUTISTA
Teacher III
President, MunFPEST

Dr. ADOR B. QUERUBIN
School Principal IV
President, MPSHA Muntinlupa Chapter

Mr. HILARIO G. CANASA
School Principal II
President, PESPA Muntinlupa Chapter

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.

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.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

SPECIAL HRMPSB (TEACHING POSITION)

Chairperson: **Dr. LILIA A. RICERO**
Assistant Schools Division Superintendent

Members: **DR. FLORANTE C. MARMETO**
Chief Education Supervisor
Curriculum Implementation Division

School Head
Where the vacancy exists

Ms. NOEMI A. VALDEZ
Administrative Officer V

Ms. ANGELA M. FRANCISCO
Administrative Officer IV-HRMO

Mr. OWEN EARL D. BAUTISTA
Teacher III
President, MunFPEST

Dr. ADOR B. QUERUBIN
School Principal IV
President, MPSHA Muntinlupa Chapter

Mr. HILARIO G. CANASA
School Principal II
President, PESPA Muntinlupa Chapter

3. Additional HRMPSB Sub-Committee Evaluators for Classroom Observable Indicators (COI) or Demonstration Teaching, Non-Classroom Observable Indicators (NCOI) or Portfolio Annotation, and Behavioral Events Interview (BEI):

Public Schools District Supervisor:

1. **Dr. EVANGELINE M. AMAN**
2. **Ms. CLARISA C. AVILA**
3. **Dr. MA. THERESA C. DELA ROSA**
4. **Dr. MA. MYRA E. NAMIT**
5. **Dr. YALEDEGLER C. MALIGAYA**
6. **Dr. JAIME G. BAUTISTA**
7. **Dr. ERIC F. FUNGO**
8. **Ms. ADA TRINIDAD A. TAGLE**
9. **Dr. JHEMSON C. ELIS**
10. **Dr. MENIANO D. EBORA**

534

NUM-2025-534



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Junior High School and Senior High School per specialization:

1. Mr. EMALYN M. BALLONADO	Mathematics
2. Dr. LEONAI DA L. GUTIERREZ	EPP/TLE/TVE
3. Dr. JOHN ALBERT B. COLLE	Filipino
4. Dr. EDISON C. ENERLAS	MAPEH
5. Ms. MARIEL EUGENE L. LUNA	Araling Panlipunan/HUMSS
6. Dr. ARMIDA S. OBLINADA	Science
7. Dr. LILIOSA B. PALCE	Values/SNED
8. Dr. MA. CARMEN D. SOLAYAO	English
9. Dr. GINA U. URQUIA	LRMS
10. Ms. MARISSA M. ANDANZA	ALS & Kinder

4. In support of HRMPSB this Office likewise constitutes the HRMPSB Secretariat the following duties and functions per Section D, item 32 of DepEd Order No. 19, s. 2022:

Secretariat:

Ms. AIRA G. PARILLA
Administrative Aide VI

Mr. DUNN LUVIK C. MANDIGAL
Administrative Assistant III

Support Staff:

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. DULCE B. SAMSON
Administrative Assistant III

Ms. WENDY S. HERNANDEZ
Administrative Aide VI

HRMPSB Secretariat's duties and functions:

"32. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking, Appeals pertaining to the individual results and/or refusal of the applicants to affix their signature on the Individual Evaluation Sheet (IES). Xxx in the event that an applicant fails or refuses to sign the IES, the Minutes of Meeting shall suffice to establish the integrity of the assessment process."

1. Prepare all Notices of Meeting/Deliberations of the HRMPSB for approval of the Chairperson and publish and/or serve the same to all members of the HRMPSB.
2. Record and safe keeping of copies of the Minutes of Meeting/Deliberation of the HRMPSB and IESs of all applicants.

534

NUM-2025-534



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

3. Draft/Prepare a copy of the Results of Annex D-Initial Evaluation Result, Annex E-Letter for Qualified Applicants, and Annex F-Letter for Disqualified Applicants for finalization of HRMO.

4. Safe keep a copy of Results of Finalized Registry of Qualified Applicants for the HRMPSB for transmission and approval of the appointing authority, and for future references.

Encoding of Individual Evaluation Sheets (IES) for Initial and Final Evaluation.

a. The HRMPSB Secretariat encoders shall only entry personal information and points of applicants per evaluation criterion based on approved Individual Evaluation Sheets (IES) strictly using prescribed template Annex G and G-1 of DepEd Order No. 07, s. 2023

b. IES shall be transmitted by the HRMO to the HRMPSB Secretariat in the entry of points to the Registry of Qualified Applicants and Registry of Disqualified Applicants as well as Registry of Qualified Applicants (CAR-RQA).

c. The encoders shall strictly use the prescribed template Annex H *Final Deliberation*, Annex I, *Comparative Assessment Results* and Annex I-I *Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)* DepEd Order No. 07, s. 2023.

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


VIOLETA M. GONZALES CESO VI

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

Reference: As stated

Enclosure: None

To be indicated in the Perpetual of Index

Under the following subjects:

MERIT

SELECTION

RECRUITMENT

PROMOTION

AGP/RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD FOR TEACHING RELATED POSITION AND NON-TEACHING 534 /October 13, 2025

NUM-2025-534



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com