



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

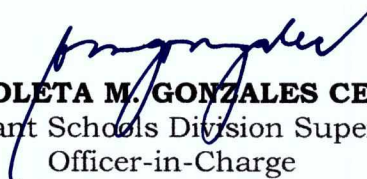
JUN 23 2026

MEMORANDUM
No. 270, s. 2026

CORRIGENDUM TO DIVISION MEMORANDUM NO. 241, s. 2026
"RECONSTITUTION OF THE DIVISION HUMAN RESOURCE
MERIT PROMOTION AND SELECTION BOARD"

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

1. Relative to the **Division Memorandum No. 241, s. 2026**, titled, Reconstitution of the Division Human Resource Merit Promotion and Selection Board, this Office issues a corrigendum on the various details enumerated in the attached enclosures.
2. The corrections reflected in the Enclosure A – Corrigendum shall form an integral part of the Memorandum and shall be observed accordingly in all related HRMPSB activities and processes.
3. All other provisions in the said Memorandum remain the same.
4. Immediate and wide dissemination of this Memorandum is earnestly 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

AMF/ CORRIGENDUM TO DIVISION MEMORANDUM NO. 241, s. 2026 "RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD"

270 / June 16, 2026

NUM-2026-270

HRMPSB FOR NON-TEACHING POSITION

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

Members: **Ms. MA. REGAELE A. OLARTE**
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. EDUARDO L. KONDO
Project Development Officer II
Vice President, NEU Muntinlupa
(Alternate Representative)

Secretariat: **Ms. WENDY S. HERNANDEZ**
Administrative Aide VI

Support Staff: **Ms. JOEYCOR J. RENDON**
Administrative Assistant III

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. AIRA G. PARILLA
Administrative Aide VI

Mr. DUNN LUVIK C. MANDIGAL
Administrative Assistant III

HRMPSB FOR RELATED TEACHING AND SCHOOL ADMINISTRATION POSITION

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

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

Chief or School Head
Where the vacancy exists

Ms. NOEMI A. VALDEZ
Administrative Officer V

Ms. ANGELA M. FRANCISCO
Administrative Officer IV-HRMO

Secretariat: **Ms. WENDY S. HERNANDEZ**
Administrative Aide VI

Support Staff:

Ms. JOEYCOR J. RENDON
Administrative Assistant III

Mr. JERICO B. YLEN
Administrative Assistant III

Ms. AIRA G. PARILLA
Administrative Aide VI

Mr. DUNN LUVIK C. MANDIGAL
Administrative Assistant III

SPECIAL HRMPSB (TEACHING POSITION)

Chairperson:

Dr. LILIA A. RICERO

Assistant Schools Division Superintendent

Members:

DR. FLORANTE C. MARMETO

Chief Education Supervisor, CID

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

Ms. VILMA S. VILORIA

School Principal III

President, NASPHI Muntinlupa Chapter

Mr. REYNALDO O. COMISARIO

School Principal II

President, PESPA Muntinlupa Chapter

MPSHA Muntinlupa Chapter

Secretariat:

Ms. WENDY S. HERNANDEZ

Administrative Aide VI

Support Staff:

Ms. JOEYCOR J. RENDON

Administrative Assistant III

Mr. JERICHO B. YLEN

Administrative Assistant III

Ms. AIRA G. PARILLA

Administrative Aide VI

Mr. DUNN LUVIK C. MANDIGAL

Administrative Assistant III

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 Supervisors

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

Education Program Supervisors

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 |

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

- | | |
|---------------------------------|----------------------------------|
| 1. Ms. NELIA G. ABEJAR | 13. Ms. EMELY V. AMBROCIO |
| 2. Mr. EDWARD R. MONTOJO | 14. Ms. SHARON E. GRAGEDA |
| 3. Ms. DAIFE C. OLAIRA | 15. Ms. EVA A. IÑOSA |
| 4. Ms. MARIJO B. RAZOTE | 16. Mr. EDWIN L. ABALOS |
| 5. Ms. EMELDA A. OZARAGA | 17. Ms. MAYGLEEN L. LUNAR |
| 6. Ms. MARLYN E. SALIVIO | 18. Ms. ROXANNE B. DOLLETON |
| 7. Ms. EVELYN P. CHAVEZ | 19. Mr. HERNAN DG. NOBLETA |
| 8. Ms. MARIA ELENA B. ARAJA | 20. Ms. MARSHA LIZA M. CALIPAYAN |
| 9. Ms. MELESA L. CALAPANO | 21. Mr. MARK ANTHONY G. BUÑALES |
| 10. Ms. CRIZALDY G. BOLAÑOS | 22. Ms. MARILYN C. ANDRESIO |
| 11. Ms. DOROTHY A. MENDOZA | 23. Mr. RYAN G. VIVAR |
| 12. Mr. ROGELIO M. CABANTING JR | |

**Duties and Responsibilities of Human Resources
Merit Promotion and Selection Board**

1. 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.

2. 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.

3. 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). 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.

4. Likewise, the following are among the duties of the HRMPSB Secretariat:

(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.

(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.

(5) Encoding of Individual Evaluation Sheets (IES) for both Initial and Final Evaluation, with the following considerations:

(6)

- 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
- 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)
- 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. The Sub-Committee Evaluators for Classroom Observable Indicators (COI) and Non-Classroom Observable Indicators (NCOI) shall perform the following duties and responsibilities:
- i. Assist the Human Resource Merit Promotion and Selection Board (HRMPSB) in the conduct of the comparative assessment of applicants for teaching positions.
 - ii. Evaluate applicants' performance based on the prescribed assessment criteria, indicators, and tools provided by the Department of Education, ensuring objectivity, fairness, and consistency throughout the evaluation process.
 - iii. For Classroom Observable Indicators (COI) / Demonstration Teaching:
 - conduct classroom observation and assess the applicant's teaching performance using the approved rating tools;
 - evaluate instructional delivery, content knowledge, teaching strategies, classroom management, learner engagement, and assessment practices; and
 - document observations and provide accurate ratings based on actual performance demonstrated during the teaching session.
 - iv. For Non-Classroom Observable Indicators (NCOI) / Portfolio Annotation:
 - review and evaluate submitted portfolios and supporting documents based on the prescribed indicators and criteria;
 - validate the relevance, completeness, authenticity, and quality of evidence presented by the applicants; and
 - provide appropriate ratings based on the applicant's demonstrated competencies, accomplishments, and professional practices.
 - v. Accomplish and submit the required evaluation forms, Individual Evaluation Sheets (IES), and other assessment documents within the prescribed period.
 - vi. Ensure confidentiality and integrity of all applicant records, evaluation results, deliberations, and assessment-related information.
 - vii. Refrain from participating in the evaluation of applicants where conflict of interest or circumstances affecting impartiality exist.
 - viii. Provide technical inputs and clarifications to the HRMPSB regarding the results of the COI and NCOI assessment when necessary.



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JUN 09 2026

MEMORANDUM
No. 241, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
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**
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

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Project Development Officer II
Vice President, NEU Muntinlupa
(Alternate Representative)



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HRMPSB FOR RELATED TEACHING AND SCHOOL ADMINISTRATION POSITION

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

Members: **Ms. MA. REGAELE A. OLARTE**
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

Ms. VILMA S. VILORIA
School Principal III
President, MPSHA Muntinlupa Chapter

Mr. REYNALDO O. COMISARIO
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.

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.



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

SPECIAL HRMPSB (TEACHING POSITION)

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Assistant Schools Division Superintendent

Members: **DR. FLORANTE C. MARMETO**
Chief Education Supervisor, CID

School Head
Where the vacancy exists

Ms. NOEMI A. VALDEZ
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Ms. VILMA S. VILORIA
School Principal III
President, MPSHA Muntinlupa Chapter

Mr. REYNALDO O. COMISARIO
School Principal II
President, PESPA Muntinlupa Chapter

4. 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**





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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. LEONAIIDA 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

5. Moreover, to assist the HRMPSB in processing the comparative assessment, the additional Sub-Committee Evaluators for Classroom Observable Indicators (COI) or Demonstration Teaching, Non-Classroom Observable Indicators (NCOI) or Portfolio Annotation, and Behavioral Events Interview (BEI) as follows:

1. Ms. NELIA G. ABEJAR	13. Ms. EMELY V. AMBROCIO
2. Mr. EDWARD R. MONTOJO	14. Ms. SHARON E. GRAGEDA
3. Ms. DAIFE C. OLAIRA	15. Ms. EVA A. IÑOSA
4. Ms. MARIJO B. RAZOTE	16. Mr. EDWIN L. ABALOS
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10. Ms. CRIZALDY G. BOLAÑOS	22. Ms. MARILYN C. ANDRESIO
11. Ms. DOROTHY A. MENDOZA	23. Mr. RYAN G. VIVAR
12. Mr. ROGELIO M. CABANTING JR	

6. 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. WENDY S. HERNANDEZ**
Administrative Aide VI

Support Staff: **Ms. BERNADILE Q. BULLAS**
Administrative Aide VI

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. AIRA G. PARILLA
Administrative Aide VI

Mr. DUNN LUVIK C. MANDIGAL
Administrative Assistant III



Republic of the Philippines
Department of Education

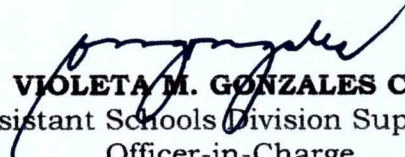
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

7. 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). 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.

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9. 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

AMF/RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD FOR TEACHING
RELATED POSITION AND NON-TEACHING

241 / June 5, 2026

NUM-2026-241