



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

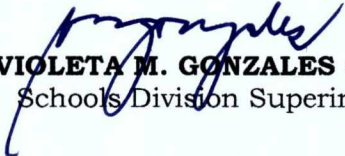
AUG 12 2025

MEMORANDUM
No. 377, s. 2026

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

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

- 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 the information and guidance of all concerned.
- Attached are the following enclosures for reference:
 - HRMPSB for Non-Teaching Position
 - HRMPSB for Related Teaching and School Administration Position
 - Special HRMPSB (Teaching Position)
 - HRMPSB Sub-Committee Evaluators for Classroom Observable Indicators (COI)/ Demonstration Teaching, Non-Classroom Observable Indicators (NCOI)/Portfolio Annotation, and Behavioral Events Interview (BEI)
 - Duties and Responsibilities of Human Resources Merit Promotion and Selection Board
- 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of their present position, shall not entail additional compensation and shall remain in effect until revoked or rescinded.
- Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Reference: As stated
Enclosure: As stated
To be indicated in the Perpetual of Index
Under the following subjects:

MERIT SELECTION

RECRUITMENT PROMOTION

AMF/LDI RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
377 /August 3, 2026

NUM-2026-377



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HK-377



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Enclosure A:

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. LIOBA D. IBATUAN**
Administrative Assistant III

Support Staff: **Ms. WENDY S. HERNANDEZ**
Administrative Assistant III

Ms. JOEYCOR J. RENDON
Administrative Assistant III

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. BERNADILE Q. BULLAS
Administrative Aide VI



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Enclosure B:

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. LIOBA D. IBATUAN**
Administrative Assistant III

Support Staff: **Ms. WENDY S. HERNANDEZ**
Administrative Assistant III

Ms. JOEYCOR J. RENDON
Administrative Assistant III

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. BERNADILE Q. BULLAS
Administrative Aide VI



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Enclosure C:

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, NAPSSHI Muntinlupa Chapter

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

Secretariat: **Ms. LIOBA D. IBATUAN**
Administrative Assistant III

Support Staff: **Ms. WENDY S. HERNANDEZ**
Administrative Assistant III

Ms. JOEYCOR J. RENDON
Administrative Assistant III

Mr. JERICHO B. YLEN
Administrative Assistant III

Ms. BERNADILE Q. BULLAS
Administrative Aide VI



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Enclosure D:

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

Public Schools District Supervisors

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

Education Program Supervisors

Junior High School and Senior High School per specialization:

- | | |
|-------------------------------|--------------------------|
| 1. Ms. EMALYN M. BALLONADO | Mathematics |
| 2. Dr. LEONAI DA L. GUTIERREZ | EPP/TLE/TVE |
| 3. Dr. JOHN ALBERT B. COLLE | Filipino |
| 4. Mr. 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)/
Demonstration Teaching, Non-Classroom Observable Indicators (NCOI)/ Portfolio
Annotation, and Behavioral Events Interview (BEI)**

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



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Enclosure E:

**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 approve 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 remain effective until revoked or rescinded.

3. The HRMPSB Secretariat shall keep Minutes of the HRMPSB Meetings and 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:
- a. Prepare all Notices of Meeting for approval of Head of Agency, prepare deliberation of the HRMPSB for approval of Chairperson, and publish and/or serve the same to all members of the HRMPSB.
 - b. Record and safekeep the copies of the Minutes of Meeting/Deliberation of the HRMPSB and IESs of all applicants.
 - c. 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.
 - d. Safekeep a copy of the Finalized Registry of Qualified Applicants for transmission to the appointing authority for approval and for future reference.



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e. Encoding of Individual Evaluation Sheets (IES) for the Initial and Final Evaluation, subject to the following considerations:

- The HRMPSB Secretariat encoders shall only encode the personal information and points of applicants for each evaluation criterion based on approved Individual Evaluation Sheets (IES) strictly using prescribed template, Annex G and G-1 of DepEd Order No. 007, s. 2023.
- The approved IES shall be transmitted by the HRMO to the HRMPSB Secretariat for the encoding of points in the Registry of Qualified Applicants (RQA) and Registry of Disqualified Applicants, and as well as Comparative Assessment Results - Registry of Qualified Applicants (CAR-RQA).
- The encoders shall strictly use the prescribed template in Annex H *Final Deliberation*, Annex I, *Comparative Assessment Results* and Annex I-I *Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)* of DepEd Order No. 007, 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:

- a. Assist the Human Resource Merit Promotion and Selection Board (HRMPSB) in the conduct of the comparative assessment of applicants for teaching positions.
- b. 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.
- c. 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.



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d. 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.

e. Accomplish and submit the required evaluation forms, Individual Evaluation Sheets (IES), and other assessment documents within the prescribed period.

f. Ensure confidentiality and integrity of all applicant records, evaluation results, deliberations, and assessment-related information.

g. Refrain from participating in the evaluation of applicants where conflict of interest or circumstances affecting impartiality exist.

h. Provide technical inputs and clarifications to the HRMPSB regarding the results of the COI and NCOI assessment when necessary.