



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

11 June 2024

DIVISION MEMORANDUM

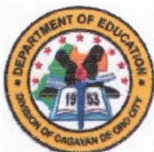
No. 424 s.2024

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

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
CTD and SGOD Personnel
All Elementary and Secondary Public School Heads and Principals
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 Re: The Department of Education Merit Selection Plan (DepEd MSP) and in accordance with CSC MC No. 14, s. 2018 titled Omnibus Rules on Appointments and Other Human Resource Actions (ORAHORAH) revised July 2018, the composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall be reconstituted as follows:

Chairperson	:	AUDIE S. BORRES, PhD. Assistant Schools Division Superintendent
Members	:	
a. Chief of the Schools Governance and Operations Division		ROSALIO R. VITORILLO, PhD. Chief, SGOD
b. School Head or Chief of Division where the vacancy exists		SCHOOL HEAD OR UNIT HEAD
c. Administrative Officer V for the Administrative Services Section		RISA BEA SOCORRO M. BORRES Administrative Officer V
d. Administrative Officer IV (HRMO)		MARILOU F. NAVAJA Administrative Office IV
e. Representative of accredited employees association belonging to the first and second level employees		ROGER L. POTANE President, Public School Classroom Association Inc. (For vacancies in Level 2 position both Teaching and Non-Teaching)
		REY P. LUBGUBAN Watchman I (For vacancies in Level I positions)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Supplementary Members :

JEAN S. MACASERO, PhD.

OIC- Chief
Curriculum and Teaching Division

ROMEO B. ACLO

President, Division Association of
Education Program Supervisor

SHIRLEY A. MERIDA, PhD.

President, Division Association of
District Supervisor

CELSO L. PAGULON

President, PESPA
(Only for vacancies in Elementary
Teaching positions including
Principal/Head Teacher positions)

ELIZER O. TERUEL

President, DAPPSHI
(Only for vacancies in Secondary
Teaching positions including
Principal/Head Teacher positions)

Secretariat :

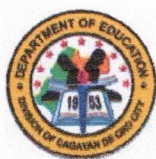
CHARISE MAY RECIÑA-CEBRIAN – Administrative Assistant III

CHRISTY AMOR A. AMOGUIS – Administrative Assistant II

JOANNE RUTH S. MADELA – Administrative Assistant II

MARY KATHERINE P. PALAMINE – Administrative Assistant II

2. The HRMPSB shall do the following duties and responsibilities:
- Evaluate and deliberate the qualification of all applicants in accordance with the provisions of the ORAOHRA and relevant hiring guidelines.
 - Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
 - Conduct further assessment such as written examination, skills tests, interview, and others, as deemed necessary.
 - Submit to the appointing authority the CAR / CAR-RQA, highlighting the top five ranking candidates or less, and Minutes of Deliberation
 - Maintain fairness and impartiality in the assessment of applicants.
 - Respond to queries and/or complaints pertaining to the comparative assessment results.
 - Perform other related functions as may be assigned.



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3. It is expected that the concerned HRMPSB officers shall adhere to the principles of merit, fitness, competence, accountability, transparency, and equality in the assessment of candidates for appointment.
4. This designation, which is in addition to the duties and functions of your current position, shall not entail additional compensation and will remain effective until rescinded.
5. Please be guided accordingly.

ROY ANGELO E. GAZO
Schools Division Superintendent

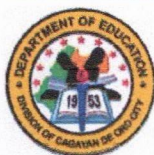
Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

HRMPSB COMMITTEES

CAA-RBSB / DM – composition of hrmpsbs
June 11, 2024



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