



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 June 2025

DIVISION MEMORANDUM

No. 467 s.2025

RECONSTITUTION 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), DepEd Order No. 20, s. 2024 Re: Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching positions 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 (SGOD) **ROSALIO R. VITORILLO, PhD.**
(For vacancies in Non-Teaching and Related-Teaching Positions)
- b. Chief of the Curriculum Implementation Division (CID) **JEAN S. MACASERO, PhD.**
(For vacancies in Teaching Positions)
- c. School Head or Chief of Division where the vacancy exists **SCHOOL HEAD OR UNIT HEAD**
- d. Administrative Officer V for the Administrative Services Section **RISA BEA SOCORRO M. BORRES**
Administrative Officer V



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e. OIC - Administrative Officer IV (HRMO)

ANGELA VINCENT T. CORRALES
Administrative Officer III

f. Representative of accredited employees association belonging to the first and second level employees

Supplementary Members :

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

KURT CELICA A. BACAS – Administrative Assistant II

KHAROL P. YAMOMO - Administrative Aide VI

2. The Human Resource Merit Promotion and Selection Board (HRMPSB) members shall perform the following duties and responsibilities, in addition to those prescribed by the aforementioned DepEd Orders:

- Systematize the recruitment and selection process, utilizing online submission and screening of documents for all interested applicants.
- Implement applicant tracking systems (ATS) to streamline the management of applications and automate initial screenings based on predefined criteria.



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- Assign application codes to each applicant through online registration, in compliance with the Data Privacy Act.
 - Develop written examination and implementation of digitization of Skills or Work Sample Tests (S/WST)
 - Incorporate gamification techniques in the assessment process to evaluate candidates' problem-solving skills and cultural fit.
 - Provide assistant for applicants who are Persons with Disabilities.
3. The HRMPSB members shall adhere to the principles of merit, fitness, competence, accountability, transparency, and equality in the assessment of candidates for appointment.
4. This designation is in addition to the regular duties and functions of your current position and 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

DM-029-OSDS-PERSONNEL-CAA / composition of the division human resource merit promotion and selection board (HRMPSB)
June 18, 2025