



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 27, 2025

DIVISION MEMORANDUM
No. 36, s. 2025

**RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)**

To: Assistant Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. As provided in Section 85 to 88 of the Civil Service Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), as amended dated August 30, 2018 and in consonance with *Department Order No. 7, s 2023, Guidelines on Recruitment, Selection and Appointment in the Department of Education*, Deped Order No. 20 s. 2024 *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*, and Department Order No. 21 s. 2024 Re: *Amendment to Department Order No. 7, s 2023*. This office hereby reconstitutes the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level Positions, to wit:

Chairperson: **CHERYLL V. BERMUDO**
Assistant Schools Division Superintendent

Members: **GINA Q. TAROG**
Chief Education Supervisor, CID

JOMAR E. ENGUERRA
Administrative Officer V

ALLANA ERICA D. CORTES
Administrative Officer IV – HRMO

REX T. BARBIN
Education Program Supervisor/ NEU Chapter President

2. In support of the HRMPSB this Office likewise constitutes the HRMPSB Secretariat with duties and functions as prescribed in Section D, item 32 of DepEd Order No. 19 s. 2022:

LANCE EDUARD RENOVALLES
ALYSSA NICOLA J. BEJERANO
LAARNE ESPALDON
MA. PATRICIA D. MARTIRES




Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph





Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

3. The HRMPSB shall serve as assistorial body to the appointing officer/authority in the expeditious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:
 - a. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of ORAOHRA, and relevant hiring guidelines
 - b. Conduct of the Comparative Assessment using a systematic assessment of the qualifications and competencies of applicants for appointment to the vacant positions.
 - c. Develop and conduct further assessment such as written examinations, skills test, BEI, and others, as deemed necessary
 - d. Submit to the appointing authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates, more or less, and Minutes of the Deliberation
 - e. Maintain fairness and impartiality in the assessment of applicants
 - f. Respond to the queries and or complaints pertaining to the comparative assessment results
 - g. Recommend areas of improvement, through proper channels, on the recruitment, selection and placement policies
 - h. Perform other related functions as may be assigned
4. Membership to the HRMPSB shall be considered a regular duty and shall be treated with outmost priority
5. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present.
6. All information stated in this Memorandum shall take effect immediately.
7. Immediate dissemination, guidance and strict compliance with this Memorandum is hereby expected.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .
Landline: (056) 421-5415
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph

