



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Feb 2025

DIVISION MEMORANDUM

No. **035** , s. 2025

RECONSTITUTION OF DIVISION HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD AND ITS SUB-COMMITTEES

To: Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
SDO Section and Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 029, s. 2025 (Designation of Atty. Neyn B. Frinal, CESO VI as the officer-in-charge of the Office of the Schools Division Superintendent), DepEd Order (DO) No. 19, s. 2022 (The Department of Education Merit Selection Plan), DO 7, s. 2023 (Guidelines on Recruitment, Selection and Appointment in the Department of Education), DO 20, s. 2024 (Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions) and Civil Service Commission Memorandum Circular No. 14, s. 2017 (Omnibus Rules on Appointments and Other Human Resource Actions), this Office hereby reconstitutes the Division Human Resource Merit Promotion and Selection Board (HRMPSB) and its Subcommittees for the recruitment and selection of applicants for school administration, teaching, related teaching, and non-teaching positions, as follows:

a. Division HRMPSB

Chairperson: **Ma. Shirley M. Cardinal**
Chief Education Supervisor

Members: **Marlou M. De Arce**
Education Program Supervisor

German S. Piamonte
DAPSSHI President

Irma May G. Dinasas
Administrative Officer V

Roel D. Balbareno
Administrative Officer IV

School Head/Functional Division Chief
where the vacancy exists



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Alternate
Members: **Adrian A. Daligdig**
Education Program Supervisor

Romeo L. Martin
DepEd-NEU Sarangani Chapter President

Joanne Gay C. Alquiza
Administrative Officer IV

Janiz F. Miano
Administrative Officer II

Secretariat: **Ruel R. Sagolili**
Administrative Aide VI

b. Sub-committee for School Administration Positions

Chairperson: **German P. Piamonte**
School Principal IV

Members: **Adrian A. Daligdig**
Education Program Supervisor

Argelio D. Arago
Public Schools District Supervisor

Fredgie P. Pasco
Public Schools District Supervisor

Felix A. Bareñan Jr.
Public Schools District Supervisor

Johnny S. Bantulo
Public Schools District Supervisor

c. Special HRMPSB for all Teaching Positions

Chairperson: **Donna S. Panes**
Chief Education Supervisor

Members: **Irma May G. Dinasas**
Administrative Officer V

Roel D. Balbareno



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Administrative Officer IV (HRMO)

Reynaldo C. Balicaco
Teachers' Association President

School Head
where the vacancy exists

Secretariat: **Mark Christian L. Rosales**
Administrative Assistant II

Ruel Sagolili
Administrative Aide VI

d. Additional Members for All Teaching Positions:

Chairperson: **District Heads**
where the vacancy exists

Members for
Alabel and
Malungon: **John Jerson P. Constantino**
Education Program Supervisor

Mario S. Donio
Education Program Supervisor

Edmund D. Gulam
Education Program Supervisor

Malapatan
and Glan: **Reynaldo C. Tagala**
Education Program Supervisor

Analiza A. Domingo
Education Program Supervisor

Judith B. Alba
Education Program Supervisor

Maasim,
Kiamba
and Maitum: **Aurelio C. Cagang**
Education Program Supervisor



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Edward Ryan F. Gulam
Education Program Supervisor

Melchor P. Maguan
Education Program Supervisor

e. Sub-committee for Related Teaching Positions

Chairperson for
CID Positions: **Donna S. Panes**
Chief Education Supervisor

Chairperson
for SGOD
Positions: **Ma. Shirley M. Cardinal**
Chief Education Supervisor

Members: **Glenda L. Elem**
Education Program Supervisor

Reynaldo C. Tagala
Education Program Supervisor

Madina P. Loguioman
Education Program Specialist II

Ismael R. Villaluz
Education Program Specialist II

f. Sub-committee for Non-Teaching Positions

Chairperson: **Irma May G. Dinasas**
Administrative Officer V

Members: **Kathy Glade M. Corilla**
Administrative Officer II

Donnabel J. Cordero
Administrative Officer II

Rangelyn L. Samoya
Administrative Officer II

Shella Mae A. Cellona
Administrative Assistant III



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Ruel R. Sagolili
Administrative Aide VI

2. The Division HRMPSB shall assist the appointing officer in the judicious and objective selection of candidates for appointment in accordance with their roles and responsibilities, including but not limited to the following:

- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, and copy furnished to the CSC and its field offices for reference purposes;
- b. Recommend to the appointing officer/authority the designation of subcommittee/s, as deemed necessary, to assist in the conduct of the comparative assessment of applicants and facilitate the evaluation process;
- c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- e. Develop and conduct further assessments such as written examinations, skills tests, BEI, and others, as deemed necessary;
- f. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- g. Maintain fairness and impartiality in the assessment of applicants;
- h. Respond to queries and/or complaints pertaining to the comparative assessment results;
- i. Responsible for crafting contextualized guidelines aligned with the equal opportunity policy, processes, and procedures to ensure that all qualified men and women including persons with disability and indigenous people shall be provided equal opportunity for employment and such other guidelines applying the equal opportunity principles;
- j. Act on queries and clarifications raised by the Division Subcommittees, if any;
- k. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
- l. Perform other related functions as may be assigned.

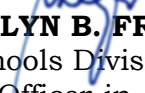
3. The Sub-committees for School Administration, Master Teacher, Related Teaching, other teaching positions, and non-teaching positions shall have the following duties and responsibilities:

- a. Pre-valueate and deliberate the qualifications of all applicants based on the approved Agency MSP and specific hiring guidelines;
- b. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;



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- c. Conduct further assessments such as written examinations, skills tests, BEI, and others, as deemed necessary;
 - d. For all teaching positions, the Special HRMPSB and additional members shall perform the functions stipulated in DO 20, s. 2024;
 - e. Submit to the HRMPSB the initial CAR/CAR-RQA and Minutes of Deliberation;
 - f. Maintain fairness and impartiality in the assessment of applicants;
 - g. Initially respond to queries and/or complaints pertaining to the comparative assessment results; and
 - h. Perform other related functions as may be assigned.
4. To ensure efficiency and clarity in completing the sub-committee's tasks, all its members are expected to function effectively even in the absence of their chairperson or co-chairperson. If both the chair and co-chair are unavailable, the remaining committee members may elect a temporary chair among themselves. Additionally, if the chairperson is absent, the co-chairperson has the authority to convene the committee and address matters as needed.
5. This Memorandum shall take effect immediately. All other issuances inconsistent herewith are deemed rescinded, repealed, and/or amended accordingly.
6. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
7. Widest dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: None

Reference: As stated

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

COMMITTEES

RDB/OSDS-PU/DM – reconstitution of division human resource merit promotion
and selection board and its sub-committees
0231/February 24, 2025