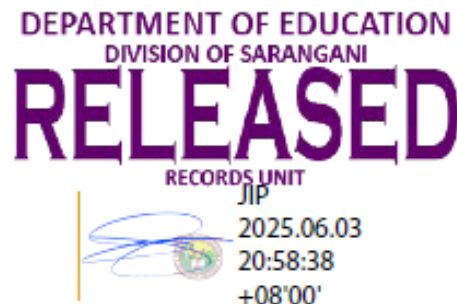




Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



02 Jun 2025

**DIVISION MEMORANDUM**

No. **079**, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary School heads  
All Others Concerned

1. In consonance with 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 of 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, higher teaching, related teaching and non-teaching positions, as follows:

**a. Division HRMPSB**

Chairperson: Atty. Nelyn B. Frinal, CESO VI  
Assistant Schools Division Superintendent

**Members**

Ma. Shirley M. Cardinal  
SGOD Chief

German S. Piamonte  
School Principal IV/DAPSSHI

Irma May G. Dinastas  
Administrative Officer V

Roel D. Balbareno  
Administrative Officer IV

**Alternate Members**

Adrian O. Daligdig  
Education Program Supervisor

Romeo L. Martin  
SEPS/NEU President

Joanna Gay C. Alquiza  
Administrative Officer IV

Janice F. Miano  
Administrative Officer II



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School head/Chief of Functional Division where the vacancy exists

Secretariat: Ruel R. Sagolili  
Administrative Aide VI

**b. Division Subcommittee for School Administration Positions**

Chairperson: German P. Piamonte  
School Principal IV

Members: Education Program Supervisor for SGOD

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 of the Curriculum Implementation Division

Members:

Irma May G. Dinasas  
Administrative Officer V

Roel D. Balbareno  
Administrative Officer IV (HRMO)

Reynaldo C. Balicaco  
Master Teacher I/ Teacher's Association President

SCHOOL HEAD where the vacancy exists

Secretariat: Mark Christian L. Rosales  
Administrative Assistant II

Ruel Sagolili  
Administrative Aide VI

Additional Members for All Teaching Positions:



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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

Edward Ryan F. Gulam  
Education Program Supervisor

Melchor P. Maguan  
Education Program Supervisor

**d. Division Subcommittee for Related Teaching Positions**

Chairperson: Donna S. Panes (CID positions)  
Chief Education Supervisor, CID

Ma. Shirley M. Cardinal (SGOD positions)  
Chief Education Supervisor, SGOD

Members:



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Glenda L. Elem  
Education Program Supervisor

Reynaldo C. Tagala  
Education Program Supervisor

Madina P. Loguioyman (Level II Representative)  
Education Program Specialist II

Ismael R. Villaluz  
Education Program Specialist II

**e. Division Subcommittee for Non-Teaching Positions**

Chairperson: Irma May G. Dinastas  
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 (Level I Representative)  
Administrative Assistant III

Ruel R. Sagolili  
Administrative Aide VI

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

- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished 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 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.



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- e. Develop and conduct further assessment such as written examination, skills test, 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 in 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 Division Subcommittees for School Administration, Master Teacher, Related Teaching, other teaching positions and non-teaching positions shall have the following duties and responsibilities:
- a. Pre-value 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.
  - c. Conduct further assessment such as written examination, skills test, 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. For efficiency and certainty of the achievements of their tasks, the committee and its subcommittees are expected to still function even in the absence of their chairperson and/or co-chair. In which case, the remaining members of the committee can elect among themselves the temporary chair. Hence, in the absence of the chairperson, the co-chair can convene the committee and act on appropriate matters.
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 09773941073.
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7. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

BUREAUS AND OFFICES  
COMMITTEES

RDB/OSDS-PU/DM – RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND  
SELECTION BOARD (HRMPSB) AND ITS SUBCOMMITTEES  
0472/May 30, 2025