



Division Memorandum
No. 187, s. 2019

TO: Assistant Schools Division Superintendent
Chief EPSs – CID and SGOD
Division HRMPSB Members
Public Schools District Supervisors
Heads of Elementary and Secondary Schools
All Others Concerned

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: Reconstituting the Human Resource Merit Promotion and Selection Board (HRMPSB)

DATE: April 10, 2019

1. Consistent with the guidelines set forth in MC 24, s. 2017, "Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)", DepEd Order No. 29, s. 2002, "Merit Selection Plan of the Department of Education", DepEd Order No. 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" and the rationalized DepEd organizational structure in Division Offices, the Division Personnel Selection Board now called as Human Resource Merit Promotion and Selection Board is hereby reconstituted as follows:

For the promotion of School Heads and Master Teachers, the Schools Division HRMPSB shall be composed of the following:

Chair	-	Assistant Schools Division Superintendent
Members	-	Head of organizational unit where the vacancy exists, or his/her designated alternate
		<i>CID Chief – for Master Teachers</i>
		<i>SGOD Chief – for School Heads</i>
		Administrative Officer V (Ms. Shirlene E. Crabajales)
		Division HRMO (Ms. Eppie P. Cabrera)
		Education Program Supervisor (Ms. Regina Euann A. Puerto)
		Education Program Supervisor (Ms. Annaliza G. Doloricon)
		Education Program Supervisor (Ms. Camela G. Lerio)

The criteria stipulated in DepEd Order No. 42, s. 2007 and MEC Order No. 10, s. 1979 are to be used for the selection, promotion and designation of School Heads and Master Teachers, respectively.

For the other Teaching, Teaching Related, and Non-Teaching, the composition of the HRMPSB shall be the following:

- Chair - Assistant Schools Division Superintendent
- Members - Head of the organizational unit where the vacancy exists or his/her authorized representative
- SDO designated representative of SDS
 - CID Chief or authorized representative
 - SGOD Chief or authorized representative
- Administrative Officer V (Ms. Shirlene E. Crabajales)
Division HRMO (Ms. Eppie P. Cabrera)
Education Program Supervisor (Ms. Regina Euann A. Puerto)
Education Program Supervisor (Dr. Annaliza G.. Doloricon)
Education Program Supervisor (Ms. Camela G. Lerio)
Division Representative of the first and second level positions
(as the case may be)

In the School:

Central and Non-Central Elementary Schools:

- Chair - Principal/HT/Duly designated School Head
- Members - Four (4) members among the designated grade level chairpersons

For Elementary Schools with No School Head:

The SDS designates the PSDS/DIC to create a team of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five (5).

For Secondary Schools with existing department heads:

Teaching Position:

- Chair - Principal/School Head
- Members - Department Head where the vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

Non-Teaching Position:

- Chair - Principal/School Head
- Members - Administrative Officer
Three (3) Department Heads
President of Employees Union/President of Non-Teaching Association

2. Pending the output of the group which attended the Regional Workshop on Harmonizing the ORAOHRA with other existing guidelines on selection and promotion, the Division HRMPSB shall review and validate the comparative assessment done in the school level.
3. Both the first and second level representative or their alternate shall serve for a period of two (2) years.
4. The Secretariat of the HRMPSB shall perform secretarial and technical support function to the HRMPSB. It shall be composed of the following:
 - Ms. Joielyn Pasco
 - Mr. Jovixon Dalura
 - Ms. Vilma Rose L. Talisic
 - Miss Erlyn G. Mangadlao
5. Moreover, in the exercise of their duties and responsibilities, the HRMPSB shall be guided mainly by Rule IX, Section 85 of the ORAOHRA which reads:

*The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall **submit** to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.*
6. For information and guidance of all concerned.