

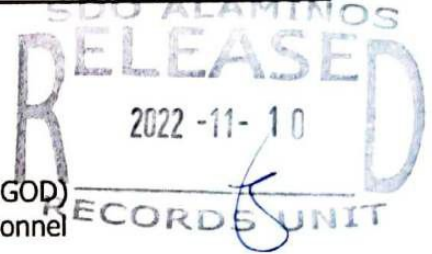
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Republic of the Philippines  
**Department of Education**  
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**Division Memorandum**  
**DM-2022-448**



To : Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operation Division (SGOD)  
Education Program Supervisors, SEPS, Division Personnel  
Public School Heads/Principals/OIC's  
All Others Concerned

Subject: **CORRIGENDUM AND ADDENDUM TO THE DIVISION MEMORANDUM NO. 433, S. 2022 ON COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) MEMBERS**

From : The Schools Division Superintendent

Date : November 10, 2022

1. In compliance with CSC Memorandum Circular No. 14 s. 2018 on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, (Revised July 2018), the implementation of DepEd Order No. 19, s. 2022 on the "Department of Education Merit Selection Plan", DepEd Order No. 66, s. 2007 on the "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", DepEd Order No. 42, s. 2007 on "The Revised Guidelines on Selection, Promotion and Designation of School Heads"; MEC Order No. 10 s. 1979 and DepEd Order No. 57, s. 1997 of "The Further Implementation of the Career Progression System for Master Teachers," respectively, the Human Resource Merit Promotion and Selection Board (HRMPSB) of the City Schools Division of Alaminos is hereby reorganized;
2. As stipulated in the above-mentioned DepEd Orders, the HRMPSB shall evaluate and deliberate the qualifications of those listed in the selection line-up en banc. In the case of justified absence, concurrent official business or conflict of interest of a member of the HRMPSB based on the Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), the following are hereby designated as the HRMPSB Regular and Alternate Members to be composed of the following:

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminoscity.com](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)





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**FOR NON-TEACHING, RELATED TEACHING, HEAD TEACHER, MASTER TEACHER  
AND PROMOTIONS OF TEACHER AND PERSONNEL**

**Chairperson:** **Dr. ORLANDO I. GUERRERO**  
Chief Education Supervisor – CID

**Members:** **Dr. ARTURO R. VIRAY**  
Chief Education Supervisor-*SGOD*

**ROSALIE R. SARMIENTO**  
*Administrative Officer V*

**CYNTHIA M. RUAMERO**  
*Administrative Officer IV - Personnel*

**MARINEL N. SISON**  
*Administrative Officer IV*  
Level 2 NEU Representative

**JOHN CARLO V. SANTIAGO**  
*Administrative Assistant III*  
Level 1 NEU Representative

**Alternate Members:** **ROBE ROSE S. GUBATAN**  
*Administrative Officer IV - Records*  
Level 2 NEU Representative

**RODIMAR R. MARZAN**  
*Administrative Assistant III*  
Level 1 NEU Representative

**HEAD OF THE SCHOOL/UNIT WHERE VACANCY EXISTS**

**For Principals and Head Teachers:**

**RICARDO D. ADVIENTO**  
*Principal IV*  
Secondary School Principal Representative

**LEILA T. CAPITILE**  
*Principal III*  
PESPA President

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**For Teachers II, III and Master Teachers (Secondary, JHS & SHS):**

**ARNELLO A. QUITANIA**

*Teacher III*

Federated Teachers Association Vice-President (Secondary)

**For Teachers II, III and Master Teachers (Elementary):**

**CELIA R. QUINTINITA**

*Master Teacher II*

Teachers Association President (Elementary)

**Secretariat:**

**NICANOR L. NAVARRO II**

*Administrative Assistant III*

**DANIEL T. SUBONG**

*Administrative Assistant II*

**ANGELICA JEAN D. GARCIA**

*Administrative Assistant II*

**FUNCTIONS OF THE HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD**

The Personnel Selection Board shall have the following functions:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration of the following:
  - Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for all particular positions; and
  - Criteria for evaluation of the qualifications of applicants for appointment must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all department heads, officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
3. Maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent persons and may initiate innovative schemes in determining the best and most qualified candidate;
4. Evaluate and deliberate en banc the qualification of those listed in the selection line-up; The selection line-up shall reflect the comparative competence and qualifications of candidates

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5. Further assessment such as; written examination, skills test, hands-on examination, interview and others may be conducted as deemed necessary.
6. Follow strictly the process on the selection of employees for appointment in the government service.
7. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions in order to assist the appointing authority in the judicious and objective selection of candidates for appointment;
8. Submit to the appointing authority a comparative assessment result of candidates screened for appointment from which the appointing authority shall base the final selection of the appointee.
9. Ensure that minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request and for inspection and audit by the CSC, if necessary.
10. The PSB through the HRMDO shall:
  - Notify all applicants of their individual rating; and
  - A day after the issuance of the appointment, post a notice in three (3) conspicuous places in the office for at least fifteen (15) calendar days announcing the appointment of an employee. (CSC MC No. 03, series of 2001)
  - The date of posting shall be indicated in the notice.
11. Orient the officials and employees of the department pertaining to policies relative to personnel actions, including the gender development dimensions of the Merit Promotion and Selection Plan.

Additional Functions:

- a. Monitor the smooth implementation of recruitment, selection and placement;
- b. Formulate internal guidelines relative to the conduct of recruitment, selection and placement
- c. Ensure that activities on recruitment, selection and placement are compliant to the existing equal opportunity principle

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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