



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

Division Memorandum
DM-2023-126



To : Assistant Schools Division Superintendent
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: **RECONSTITUTION OF THE HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSB) MEMBERS**

From : The Schools Division Superintendent

Date : March 6, 2023

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. 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
Email Address: 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. MARILU N. CARDENAS**
Assistant Schools Division Superintendent

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

NICANOR N. NAVARRO II
Administrative Assistant III
Level 1 NEU Representative

**SCHOOL HEAD OR CHIEF OF DIVISION OR UNIT
HEAD WHERE THE VACANCY EXISTS**

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

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

For Principals and Head Teachers:

RICARDO D. ADVIENTO
School Principal IV
Secondary School Principal Representative

LEILA T. CAPITILE
School Principal III
PESPA President

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For Teachers II, III and Master Teachers (Secondary):

LAURO C. MALVECINO

Teacher III

Teachers Association President (Secondary)

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

ALLAN ROSS L. ABELON

Master Teacher II

Teachers Association President (Elementary)

Secretariat:

CHARLENE M. FERRER

Administrative Assistant III

RACHEL MARIE B. POL

Administrative Assistant III

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 HRMPSB 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 the qualification of those listed in the selection line-up; The selection line-up shall reflect the comparative competence and qualifications of candidates
5. Further assessment such as; written examination, skills test, hands-on examination, interview and others may be conducted as deemed necessary.

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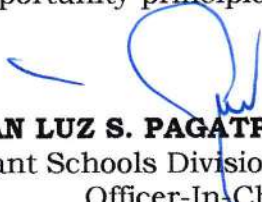
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

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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 HRMPSB through the HRMO shall:
 - Post the comparative assessment result in three (3) conspicuous places in the office for at least ten (10) calendar days; 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 placements;
- 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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