



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

26 January 2021

**DIVISION MEMORANDUM**  
No. 359, s. 2021

**RECOMPOSITION OF THE HUMAN RESOURCE MERIT AND  
PROMOTION SELECTION BOARD (HRMPSB) OF THE DIVISION  
OF DIGOS CITY**

To: **BASILIO P. MANA-AY** – Assistant Schools Division Superintendent/Chair  
**SOLLIE B. OLIVER** – Chief (SGOD)/Member/Alternate Chair  
**BEVERLY S. DAUGDAUG** – Chief (CID)/Member  
**FRANCIS JUDE ALCOMENDRAS** – Administrative Officer V/Member  
**MYRRAH FAYE LLANOS-BONTIA** – Administrative Officer IV/Member  
(Permanent Members)

**JONATHAN RELLON** – School Principal II/Member (PESPA President) or his  
Alternate who will seat during the deliberation of Elementary School Head.

**ROGER MANAPOL** – School Principal IV/Member (NAPSSHI President) or his  
Alternate who will seat during deliberation of Secondary School Head.

**RAFAEL R. MEDIODIA III** – Master Teacher I/Member (Teacher Association  
President) or his Alternate who will seat during deliberation of teaching position.

**ROSARIO B. DIAMANTE** – Administrative Officer IV/Member (National Employees  
Union Chapter President) of her Alternate who will seat during deliberation of  
non-teaching personnel.

(Alternate Member/s based on the origin of the vacant item/s)

**CLAIRE MORAL** – Administrative Officer II/Secretariat

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1. Pursuant to Department of Education Order No. 66, s. 2007 issued on 17 September 2007 entitled: *“Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Ting Positions”*, Department of Education Order No. 42, s. 2007 dated 4 July 2007 entitled: *“Revised Guidelines on Selection, Promotion and Designation of School Heads”*, Department of Education Order No. 57, s. 1997 issued on 1 August 1997 entitled: *“Further Implementation of the Career Progression System for Master Teachers”* and Civil Service Commission Resolution No. 1701009 dated June 16 2017 entitled *“2017 Omnibus Rules and Appointments and other Human Resource Actions (ORAOHRA)”*, respectively, you are hereby directed to compose Personnel Selection Board of this Office and shall be known as the **Human Resource Merit Promotion and Section Board (HRMPSB)** pursuant to the 2017 Omnibus Rules and Appointments and other Human Resource Actions (ORAOHRA).
2. As Members of the HRMPSB, you shall assist the School Division Superintendent in the judicious and objective selection of candidates for appointment in the Division of Digos City in accordance with the approved Department of Education Agency Merit Section Plan (MSP).



3. Anent to this, you shall perform the following duties and responsibilities:
  - a. Report to the Appointing Authority, for approval, the publication of vacant position/s;
  - b. Evaluate and deliberate *en banc* the credentials of the applicants listed in the selection line up maintaining fairness and impartiality;
  - c. Make a systematic assessment and screening procedure of the qualifications and competencies of applicants of their fitness vis-à-vis the qualification standards of the position applied for;
  - d. Conduct further assessment such as written examination, skills tests, interview and other evaluation activities appropriate to the position applied for;
  - e. Submit to the appointing authority the Summary of Assessment of the applicants ranked based on the points obtained by the candidate indicating the comparative assessment of the determinant factors.
  - f. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for submission and audit by the CSC; and,
  - g. Orient the officials and employees of DepEd and CSC policies relative to the rules on appointment and other personnel action.
  
4. For immediate dissemination and strict compliance.



**CRISTY C. EPE**  
Schools Division Superintendent



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