



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2023- 079

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors Section/Unit Heads
 Elementary and Secondary School Heads
 Schools Division Office and Teaching and Non-Teaching Personnel

Subject : **Recomposition of the Division of Digos City Human Resource Merit Promotion and Selection Board (HRMPSB)**

Date : **April 17, 2023**

1. Pursuant to the Department of Education Order No. 019, s. 2022 issued on 22 April 2022 entitle: *“The Department of Education Merit Selection Plan”*; and, Civil Service Commission Resolution No. 1701009 dated 16 June 2017 known as *“2017 Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA)”*, respectively, the following personnel are hereby directed to recompose the **Schools Division Office Human Resource Merit Promotion and Selection Board (SDO HRMPSB)** of the Division of Digos City:

a. Assistant Schools Division Superintendent	Chairperson
b. Chief of the School Governance and Operations Division	Member
c. Chief or School Head where the vacancy exists	Member
d. Administrative Officer V for the Administrative Services Section	Member
e. Administrative Officer IV (HRMO)	Member
f. Chair of the National Employees Union (NEU) for Non-Teaching Personnel (first and second level) / Teacher’s Association for Teaching Personnel	Member
* Secretary to the Assistant Schools Division Superintendent	Secretariat



Hereunder are the names of the composition of the HRMPSB in the absence of the Primary Members as mandated by the 2017 Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA), to wit:

	Chairperson/Member	Alternate Member
a. Assistant Schools Division Superintendent	Basilio P. Mana-ay, Jr.	None
b. Chief of the School Governance and Operations Division	Sollie B. Oliver	Ronald B. Dedace
c. Chief of Division or School Head where the vacancy exists	Beverly S. Daugdaug	Clarence S. Pillerin
d. Administrative Officer V for the Administrative Services Section	Francis Jude D. Alcomendras	None
e. Administrative Officer IV (HRMO)	Myhrra Faye Llanos	None
f. Chair - National Employees Union (NEU) for Non-Teaching Personnel (first and second level)	Noreliza A. Misal	Claire Marriz N. Moral
g. Chair - Teacher's Association for Teaching Personnel	Dennis Camanzo	Kim Fernandez

For the vacancies of School Heads position/s in the Elementary and Secondary schools, the following are mandated to join as one of the members HRMPSB, to wit:

Vacancy/ies	Member	Alternate Member
a. School Heads Positions vacancies in the Elementary Grades	President – Philippine Elementary Schools Principals' Association (PESPA) President	Vice President – Philippine Elementary Schools Principals' Association (PESPA) President
b. School Heads Positions vacancies in the Secondary Grades	President – Digos City Association of Secondary Schools Administrators Inc. (DiCASSAI)	Vice President – Digos City Association of Secondary Schools Administrators Inc. (DiCASSAI)

For the vacancies of School /s where the vacancy occurs, the following are mandated to join as one of the members HRMPSB, to wit:

Vacancy/ies	Member	Alternate Member
a. Teaching Position/s vacancy/ies in the Elementary and Secondary Schools	School Principal/ School-in-Charge/Teacher-in-Charge of the school	Assistant to the Principal, if any.

2. The 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 are 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 sub-committee/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;
 - 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 Comprehensive Assessment Result (CAR) / Comprehensive Assessment Result-Registry of Qualified Applicants (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. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and;
 - j. Perform other related functions as may be assigned.
3. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
 4. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present.
 5. Anent this, you shall orient the officials and employees (teaching and non-teaching) of the Division of Digos City on the Department of Education's Merit Selection Plan (MSP) and Civil Service Commission's Rules on Appointment and Other Human Resource Action (ORAOHRA).
 6. This memorandum shall take effect immediately unless otherwise revoked by the undersigned.
 7. For immediate dissemination and strict compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D., CESO VI
 OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 27-100844
 DATE: APR 20 2023 TIME: 1:03 PM
 BY: *[Signature]*

