



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

OSDS-2024- 022

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

**Date** : **January 18, 2024**

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:

<b>a. Assistant Schools Division Superintendent</b>	Chairperson
<b>b. Chief of the School Governance and Operations Division</b>	Member
<b>c. Chief or School Head where the vacancy exists</b>	Member
<b>d. Administrative Officer V for the Administrative Services Section</b>	Member
<b>e. Administrative Officer IV (HRMO)</b>	Member



<b>f. Chair of the National Employees Union (NEU) for Non-Teaching Personnel (first and second level) / Teacher's Association for Teaching Personnel</b>	Member
<b>* Secretary to the Assistant Schools Division Superintendent</b>	Secretariat

Hereunder are the names of the Alternate Members 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
<b>a. Assistant Schools Division Superintendent</b>	Maria Genevieve T. Francisquete	None
<b>b. Chief of the School Governance and Operations Division</b>	Sollie B. Oliver	Ronald B. Dedace
<b>c. Chief of Division or School Head where the vacancy exists</b>	Beverly S. Daugdaug	Clarence S. Pelliren
<b>d. Administrative Officer V for the Administrative Services Section</b>	Francis Jude D. Alcomendras	None
<b>e. Administrative Officer IV (HRMO)</b>	Myhrra Faye Llanos	None
<b>f. Chair - National Employees Union (NEU) for Non-Teaching Personnel (first and second level)</b>	Noreliza A. Misal	Myhrra Faye Llanos
<b>g. Chair - Teacher's Association for Teaching Personnel</b>	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
<b>a. School Heads Positions vacancies in the Elementary Grades</b>	<b>President</b> – Philippine Elementary Schools Principals' Association (PESPA) President	<b>Vice President</b> – Philippine Elementary Schools Principals' Association (PESPA) President
<b>b. School Heads Positions vacancies in the Secondary Grades</b>	<b>President</b> – Digos City Association of Secondary Schools Administrators Inc. (DiCASSAI)	<b>Vice President</b> – Digos City Association of Secondary Schools Administrators Inc. (DiCASSAI)



Roxas corner, Lopez Jaena Streets, Zone II, Digos City 8002  
 ☎(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

🌐 [www.depeddigoscity.org](http://www.depeddigoscity.org) ✉ [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)


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
<b>a. Teaching Position/s vacancy/ies in the Elementary and Secondary Schools</b>	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, and copy furnished to 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 the comparative assessment of applicants, and facilitate the evaluation process;
  - c. Evaluate and deliberate the qualifications of all applicants following 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 assessments such as written examinations, 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 to 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. For immediate dissemination and strict compliance.

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

