



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
 Superintendent

25 August 2023

DIVISION MEMORANDUM
 OSDS No. **106**, s. 2023

RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION
 AND SELECTION BOARD (HRMP SB)

To: Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 Division Office Personnel
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In reference to **CSC Memorandum Circular No. 24, s. 2017** or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), **DepEd Order 29, s. 2002** or the Merit Selection Plan of the Department of Education, **DepEd Order 66, s. 2007** or the Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions, the following are the members of the Human Resource Merit Promotion and Selection Board and **DepEd Order 7, s. 2023** or the Guidelines on Recruitment, Selection and Appointment in the Department of Education of this Division effective immediately until revoked:

NON-TEACHING POSITIONS			
(Attorney III, Accountant III, Medical Officer III, Dentist II, Nurse II, Engineer III, Planning Officer III, Project Development Officer II & I, Registrar I, Librarian II & I, Information Technology Officer I, Administrative Officer V, IV, II & I, Administrative Assistant III, II & I, Guidance Counselor II, Administrative Aide VI, IV, III & I, Security Guard IV, III, II & I)			
	NAME	POSITION/ DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
Co-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operation Division	Not Applicable
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer	JOSIE G. CABALQUINT O/NERIE H. TRESBE
	CARLO P. DIVEDOR, CPA	Non-Teaching Employees Association Representative	RACHEL MARJORIE S. DIODINA
	PRESIDENT	First Level Committee Representative As the case may be	VICE PRESIDENT
	ATTY. RYANDEL M. ALEJANDRO	Second Level Committee / Legal Unit Representative As the case may be	Not Applicable
	PRESIDENT	Division Office Staff Personnel Association (DOSPA) As the case may be	VICE-PRESIDENT
	HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE		

RELATED-TEACHING POSITIONS

(Education Program Supervisor & Public Schools District Supervisor)

MEMBERS	NAME	POSITION/ DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
Co-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operation Division	Not Applicable
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER
	ARLENE L. ALBUNA	Administrative Officer IV -	JOSIE G. CABALQUINT

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		Personnel Officer	O/NERIE H. TRESBE
	MILROSE P. CASERES / JOHN ARNEL B. SUSCANO	Association of Education Program Supervisor / Public Schools District Supervisor	VICE PRESIDENT
	ATTY. RYANDEL M. ALEJANDRO	Second Level Committee / Legal Unit Representative As the case may be	Not Applicable
HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE			

TEACHING-RELATED POSITIONS

(Senior Education Program Specialist, Education Program Specialist II, Education Program Specialist for Alternative Learning System)

MEMBERS	NAME	POSITION / DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
Co-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operation Division	Not Applicable
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER
	ARLENE L. ALBUNA	Administrative Officer IV Personnel Officer	JOSIE G. CABALQUINT O/NERIE H. TRESBE
	PRESIDENT	Division Office Staff and Personnel Association (DOSPA)	Vice President
	ATTY. RYANDEL M. ALEJANDRO	Second Level Committee /	Not Applicable

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	Legal Unit Representative As the case may be	
HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE		

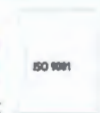
SCHOOL ADMINISTRATION POSITIONS FOR ELEMENTARY SCHOOLS (School Principal IV, III, II & I, Head Teacher III, II & I)			
MEMBERS	NAME	POSITION/ DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
CO-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operation Division	Not Applicable
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer	JOSIE G. CABALQUINT O/NERIE H. TRESBE
	HIYASMINDA C. DIOLANTO	Elementary School Principals' Association President	RICHARD S. CELO
HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE			

SCHOOL ADMINISTRATION POSITIONS FOR SECONDARY SCHOOLS (School Principal IV, III, II & I, Assistant School Principal II, Head Teacher III, II & I)			
MEMBERS	NAME	POSITION/ DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
Co-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operations Division	Not Applicable

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Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer	JOSIE G. CABALQUINT O/NERIE H. TRESBE
	JEREMIAH M. MOSQUERA JR.	Secondary School Principals' Association President	RAMON E. DAGNAOS JR.
HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE			

TEACHING POSITIONS FOR ELEMENTARY AND SECONDARY SCHOOLS
 (Master Teacher I & II, Teacher II & III)

MEMBERS	NAME	POSITION/DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent	Not Applicable
Co-Chairperson	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operations Division	Not Applicable
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)	MA. LUZ E. ESTEMBER
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer	JOSIE G. CABALQUINT O/NERIE H. TRESBE
	PRESIDENT	Teachers' Association President	VICE PRESIDENT
HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE			

MEMBERS	TEACHER I POSITION FOR ELEMENTARY SCHOOL MAIN COMMITTEE (Registry of Qualified Applicants)	POSITION/DESIGNATION
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent

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Co-Chairperson	LALAIN SG. MANUNTAG	Chief, Curriculum and Implementation Division
	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operations Division
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer
	RANDY P. PORCELIN	Teachers' Association President

MEMBERS	TEACHER I POSITION FOR JUNIOR HIGH SCHOOL MAIN COMMITTEE (Registry of Qualified Applicants)	POSITION/DESIGNATION
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent
Co-Chairperson	LALAIN SG. MANUNTAG	Chief, Curriculum and Implementation Division
	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operations Division
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer
	PRESIDENT	Teachers' Association President

MEMBERS	TEACHER I POSITION FOR SENIOR HIGH SCHOOL MAIN COMMITTEE (Registry of Qualified Applicants) Academic and TVL Track	POSITION/DESIGNATION
Chairperson	JASMIN P. ISLA	Assistant Schools Division Superintendent
Co-Chairperson	LALAIN SG. MANUNTAG	Chief, Curriculum and Implementation Division
	CRISTOPHER T. FRUSA	Chief, Schools Governance and Operations Division
Members	RONALD JIM S. SOMERA	Administrative Officer V (Admin Services)
	ARLENE L. ALBUNA	Administrative Officer IV - Personnel Officer

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	PRESIDENT	Teachers' Association President
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2. The HRMPSB for first and second levels shall have the following functions and responsibilities:

- 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 subcommittee/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 the 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 CAR/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.

In Addition, the following officials and personnel shall constitute the additional members of HRMPSB and hereby designated as:

On-Call Sub-Committee Members	MAY GRACE TOMANAN, AO V (Budget Officer) CARLO P. DIVEDOR, CPA, Accountant III RAY O. LLOREN, AO IV (Supply Officer) MA. TERESA S. HALLEGADO, SEPS MARIA SOLEDAD O. BLANCADA, EPS II VINCENT BRYAN L. UMADHAY, LIBRARIAN II
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Secretariat	RAIZA MAE E. BOLDIOS, AO II CARLA JOY J. CATUBIG, AO II MA. JOSSIE TIFFANY P. CASPE, AO II KEITH J. GELLA, AO II CHERRIE B. LAPIDEZ, AO II CHERRY T. LOZADA, AO II
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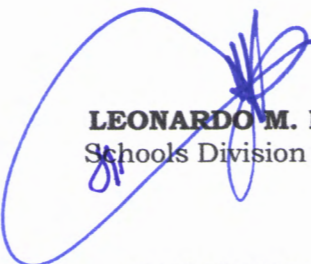




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IRISH MAY C. PALMES, AO II
NATIVITY VANESSA U. REYES, AO II
ROVILIE F. TIRADO, AO II

3. In addition to the specified tasks of the HRMPSB, the same shall be responsible in crafting contextualized guidelines aligned with the equal opportunity policy, processes, and procedures including monitoring and evaluation tools for the recruitment, selection and placement (RSP) of applicants to track its efficiency and opportunities for improvement.
4. This division hereby designate a permanent co-chairperson to do the tasks and functions in the absence of the chairperson.
5. For the purposes of efficiency and ascertaining the committee achieve its tasks it is still expected to function even in the absence of the chairperson and/or co-chairperson. In this case, the remaining members of the committee can elect among themselves the temporary chair. Hence, in the absence too of the chairperson, the co-chair can convene the committee and act on matters appropriate.
6. In the absence of other regular members and alternate members, the chairperson can select the members of the HRMPSB committee among the on-call members to convene the committee as HRMPSB members and do the tasks and functions of the regular HRMPSB members.
7. The secretariat is in-charge of the documentation related to HRMPSB Recruitment, Selection and Placement processes and facilitate the pre, on and post HRMPSB Behavioral Event Interviewing (BEI) activity.
8. Attached is the Recruitment, Selection and Placement process flow for reference.
9. All other issuances which are contrary or inconsistent with the provision of this memorandum are repealed or modified accordingly.
10. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

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Encl: Enclosure No. 1 – RSP Process Flow

Reference: None

To be indicated in the Perpetual Index

Under the following subjects

EMPLOYMENT	QUALIFICATIONS
ORGANIZATION	SELECTION

MSOB/DM- reconstitution of the human resource merit promotion and selection board (hrmpsb)

0000/August 25, 2023

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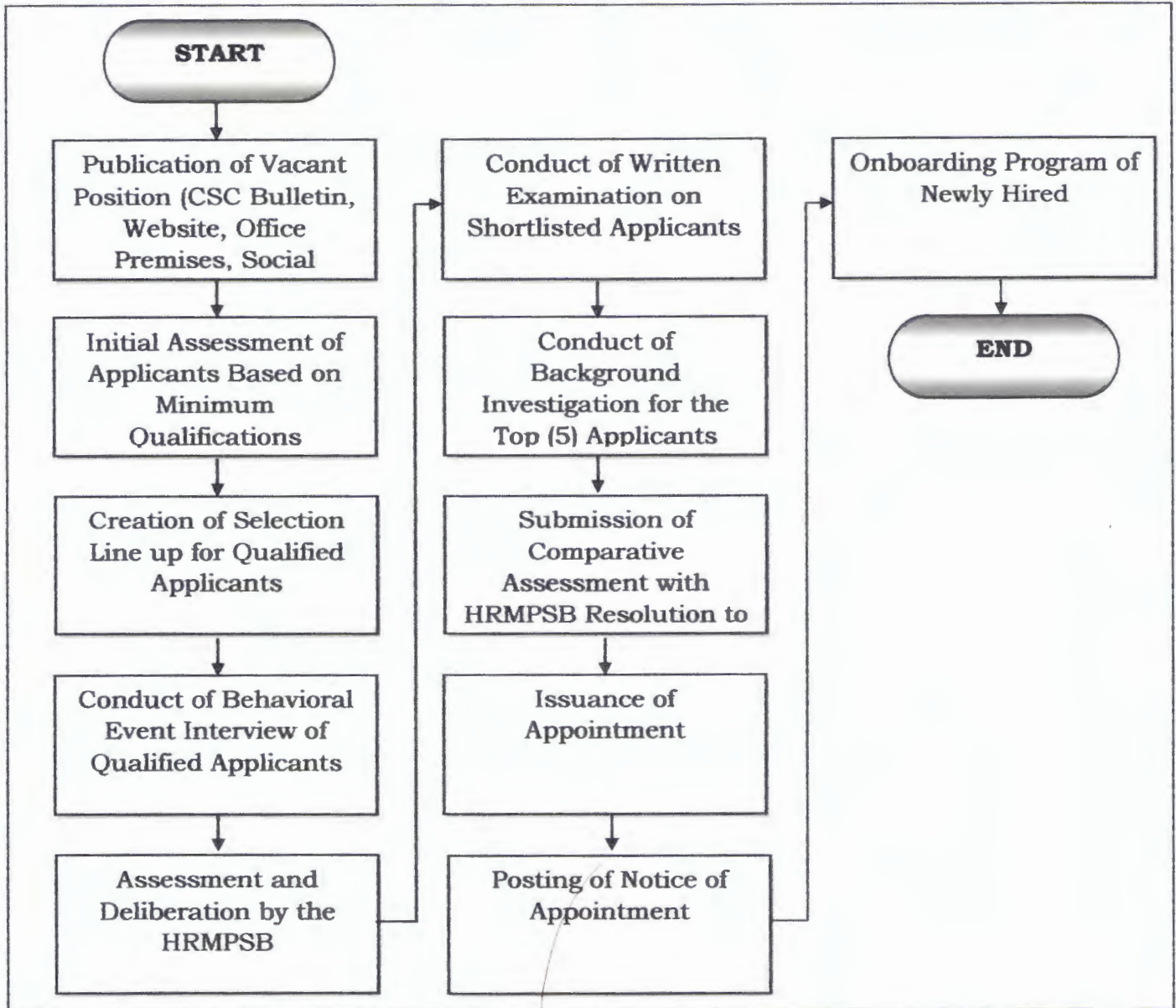


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Enclosure No. 1

PROCESS FLOW
RECRUITMENT, SELECTION AND PLACEMENT



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