



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

22 Jan 2024

DIVISION MEMORANDUM
OSDS No. **018** s. 2024

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

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section and Unit Heads
Division Office Personnel
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:

| FIRST LEVEL POSITION | | |
|-----------------------------|---|--|
| | NAME | POSITION / DESIGNATION |
| Chairperson | LEVI B. BUTIHEN | Assistant Schools Division Superintendent |
| Co-Chairperson | CRISTOPHER T. FRUSA | Chief, School Governance and Operations Division |
| Members | RONALD JIM S. SOMERA | Administrative Officer V (Admin Services) |
| | NERIE H. TRESBE | Administrative Officer IV – OIC Personnel Officer |
| | CARLO P. DIVEDOR, CPA | Non-Teaching Employees Association Representative |
| | SNOOKY SOLAS | Representative of Division NEU – 1 st Level |
| | HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE | |



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| SECOND LEVEL POSITION | | |
|------------------------------|---|--|
| | NAME | POSITION / DESIGNATION |
| Chairperson | LEVI B. BUTIHEN | Assistant Schools Division Superintendent |
| Co-Chairperson | CRISTOPHER T. FRUSA | Chief, Schools Governance and Operation Division |
| | | Chief, Curriculum and Implementation Division |
| Members | RONALD JIM S. SOMERA | Administrative Officer V (Admin Services) |
| | NERIE H. TRESBE | Administrative Officer IV – OIC Personnel Officer |
| | CARLO P. DIVEDOR, CPA | Representative of Division NEU – 2 nd Level |
| | MILROSE P. CASERES | Representative of Division EPS Association |
| | JOHN ARNEL B. SUSCANO | Representative of Division PSDS Association |
| | HIYASMINDA C. DIOLANTO | Representative of PESFA |
| | JEREMIAH M. MOSQUERA, JR. | Representative of SCASSA |
| | RANDY PORCELIN | Representative of Teachers Association |
| | HEAD OF ORGANIZATIONAL UNIT WHERE VACANCY EXISTS, OR HIS/HER DESIGNATED ALTERNATE | |

2. The HRMPSB for first and second levels shall have the following functions and responsibilities:
- 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;
 - 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;
 - Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and the relevant hiring guidelines;
 - Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;



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- 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
RAY O. LLOREN, AO IV
JOSIE G. CABALQUINTO, AO IV
MA. LUZ E. ESTEMBER, AO IV
ARLENE L. ALBUNA, AO IV
LOURDES B. LECHONSITO, AO II
MA. TERESA S. HALLEGADO, SEPS
MARIA SOLEDAD O. BLANCADA, EPS II
VINCENT BRYAN L. UMADHAY, LIB. II

Secretariat

ROVILIE F. TIRADO, AO II
KEITH J. GELLA, AO II
MA. JOSSIE TIFFANY P. CASPE, AO II
CHERRY T. LOZADA, AO II
IRISH MAY C. PALMES, AO II
MIKE S. ARCIAGA, AO II
CHERRIE B. LAPIDEZ, AO II
NATIVITY VANESSA U. REYES, AO II
RAIZA MAE E. BOLDIOS, AO II
CARLA JOY J. CATUBIG, AO II



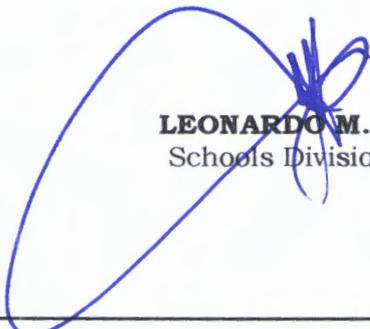
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MA. ELENA C. MAJADUCON, AO II

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, CESO V
Schools Division Superintendent 



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Encl: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects

EMPLOYMENT
ORGANIZATION

QUALIFICATIONS
SELECTION

RJS/DM- reconstitution of the human resource merit promotion and selection board (hrmpsb)
0000/January 22, 2024



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