



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

Office of the Schools Division
Superintendent

07 Jan 2025

DIVISION MEMORANDUM
OSDS No. **008**, s. 2025

COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB), SECRETARIAT AND
SUBCOMMITTEE MEMBERS OF THE SCHOOLS
DIVISION OF SOUTH COTABATO

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 with CSC Memorandum Circular No. 24, s. 2017 titled the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), DepEd Order 29, s. 2002 on the Merit Selection Plan of the Department of Education, DepEd Order 7, s. 2023 relative to the Guidelines on Recruitment, Selection and Appointment in the Department of Education, DepEd Order 21, s. 2024 on the Amendments to DepEd Order no. 007, s. 2024, the following are the **members of the Human Resource Merit Promotion and Selection Board, Secretariat and Subcommittee Members** of this Division effective immediately until revoked:

FIRST LEVEL POSITION			
	Designation	Name	Position
a	Chairperson	Levi B. Butihen	Assistant Schools Division Superintendent
b	Member	Cristopher T. Frusa	Chief, School Governance and Operations Division
c	Member	Head of Organizational Unit where the Vacancy Exists, or his/her Designated Alternate	
d	Member	Ronald Jim S. Somera	Administrative Officer V (Admin Services)
e	Member	Ma. Luz E. Estember	Administrative Officer IV – Appointment In-Charge
f	Member	Arlene L. Albuna	Administrative Officer IV – Personnel Officer; Employees Welfare and Benefits



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g	Member	Snooky Y. Solas	Administrative Assistant III Representative of Division NEU – 1st Level
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SECOND LEVEL POSITION			
	Designation	Name	Position
a	Chairperson	Levi B. Butihen	Assistant Schools Division Superintendent
b	Member	Cristopher T. Frusa	Chief, Schools Governance and Operation Division
c	Member	Head of Organizational Unit where the Vacancy Exists, or his/her Designated Alternate	
d	Member	Ronald Jim S. Somera	Administrative Officer V (Admin Services)
e	Member	Ma. Luz E. Estember	Administrative Officer IV – Appointment In-Charge
f	Member	Arlene L. Albuna	Administrative Officer IV – Personnel Officer; Employees Welfare and Benefits
g	Members as deemed necessary	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
		Hiyasmina C. Diolanto	Representative of PESFA
			Representative of SCASSA
		Randy P. Porcelin	Representative of Teachers Association

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;



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- 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.
3. As part of the enabling mechanism in fast-tracking the filling up of Teacher I Positions, the following are the composition of **Special HRMPSB** (for Teaching Positions) in the SDO and School Governance Level:

SPECIAL HRMPSB			
	Designation	Name	Position
a	Chairperson	Levi B. Butihen	Assistant Schools Division Superintendent
b	Member	Marichu Jean R. Dela Cruz	Chief, Curriculum Implementation Division
c	Member	Head of Organizational Unit where the Vacancy Exists, or his/her Designated Alternate	
d	Member	Ronald Jim S. Somera	Administrative Officer V (Admin Services)
e	Member	Ma. Luz E. Estember	Administrative Officer IV – Appointment In-Charge
f	Member	Arlene L. Albuna	Administrative Officer IV – Personnel Officer; Employees Welfare and Benefits



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g	Members as deemed necessary	Milrose P. Caseres	Representative of Division EPS Association
		John Arnel B. Suscano	Representative of Division PSDS Association
		Hiyasminda C. Diolanto	Representative of PESFA Representative of SCASSA
		Randy P. Porcelin	Representative of Teachers Association
h	Secretariat	Rovilie F. Tirado Keith J. Gella Ma. Jossie Tiffany P. Caspe Cherry T. Lozada Irish May C. Palmes Mike S. Arciaga Hanelyn S. Villaruel Raiza Mae E. Boldios Romeo V. Meliton, Jr. Leandre Marc M. Degracia Junfe Mark M. Pilapil Ma. Eleya Majaducon	Administrative Officers II

4. **The SDO HRMPSB shall create subcommittees in every district or municipality insofar as practicable, to assist in the receipt of applications, initial evaluation and comparative assessment.** A separate shall be issued indicating, among others, the composition of the subcommittee members.

5. Further, 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 LOURDES B. LECHONSITO, AO II LIRIO ESPERO, AO II MA. TERESA S. HALLEGADO, EDUCATION PROG. SUPERVISOR MARIA SOLEDAD O. BLANCADA, EPS II VINCENT BRYAN L. UMADHAY, LIB. II
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6. 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



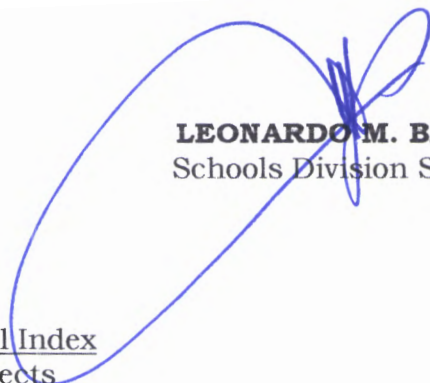
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recruitment, selection and placement (RSP) of applicants to track its efficiency and opportunities for improvement.

7. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present.
8. 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.
9. All other issuances inconsistent with the provision of this memorandum are repealed or modified accordingly.
10. Attached is the Recruitment, Selection and Placement process flow for reference.
11. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl: None
Reference: As staed
To be indicated in the Perpetual Index
Under the following subjects

APPOINTMENT	QUALIFICATIONS
HIRING	POLICY

MSOB/DM- composition of the human resource merit promotion and selection board, secretariat, and subcommittee members of SDSC
0000/January 7, 2024



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Enclosure No. 1

PROCESS FLOW
RECRUITMENT, SELECTION AND PLACEMENT

