



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 602 s. 2023

18 OCT 2024

NEW COMPOSITION OF HUMAN RESOURCE MERIT, PROMOTION AND SELECTION BOARD (HRMPSB)

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
Section/Unit Heads
School Heads
All Others Concerned

1. Consistent with DepEd Order No. 019, s. 2022 entitled "The Department of Education Merit Selection Plan," the field is hereby informed on the new composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) for the appointment and promotion of teaching, related teaching and non-teaching positions:

| Role | Composition as per DepEd Order No. 019, s. 2022 | Teaching, Related Teaching and Non-Teaching Positions |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Chairperson | Assistant Schools Division Superintendent | Arnel S. Bandiola |
| Members | Chief Education Supervisor – School Governance and Operations Division | Primary: Mrs. Nermalyn M. Ulep Alternates: Dr. Jhon Rey D. Ortal Dr. Jocelyn L. Aribuabo |
| | School Head or Chief of Division where the vacancy exists | Primary: School Head or Chief of Division where the vacancy exists Alternate: Next in rank to the School Head or Chief |
| | Administrative Officer V | Primary: Mr. Joel P. Malunao Alternate: Mrs. Jaquelyn P. Mendoza |
| | Administrative Officer IV | Primary: Mr. Jadley Mel P. Piso Alternate: Ms. Maylene D. Yasay |
| Representative of accredited employee's association belonging to: | First Level | Primary: Mr. Jodhel L. Penera Alternate: Ms. Kristine Joy B. Galasinao |
| | Second Level | Primary: Mr. Deejay R. Opelac Alternate: Dr. Eldefonso B. Natividad, Jr. |
| | Authorized representative of an accredited teacher's union, as evidenced by a Certificate of Accreditation issued by the Civil Service Commission | Primary: Mr. Wilfredo E. Bonagua Alternate: Dr. Geraldine O. Lao-at (Elementary) |



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com

Asuncion Street, 16-S Quiling Sur,
 City of Batac, Ilocos Norte
 Telephone No.: (077) 677-1993

2415297

| Role | Composition as per DepEd Order No. 019, s. 2022 | Teaching, Related Teaching and Non-Teaching Positions |
|------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Authorized representative of an accredited or recognized teachers' association, organization or Union | Primary: Mr. John Paul L. Pagdilao Alternate: Mrs. Roselyn B. Villanueva (Secondary) Primary: Mr. Joe Jayson Caletena Alternate: Mrs. Queeny Joyce F. Sebastian (Senior High School) |
| | Secretariat | HRMU Personnel |

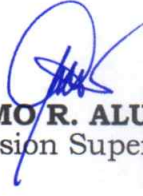
2. The HRMPSB shall perform the following functions:
- Convene the applicants in a group to witness the paper evaluation;
 - Evaluate the Education, Training (in hours), Experience (in years) (ETE), PBET/LET/LEPT rating (for teachers), and Performance (if applicable) of applicants using the rubrics provided under DepEd Order No. 007, s. 2023;
 - Assess, deliberate, and rate the applicants' qualifications and competencies in terms of Application of Education, Application of Learning and Development, and Outstanding Accomplishments, using the rubrics provided;
 - For teachers hiring, assess, deliberate, and rate the applicants' competencies on Classroom Observable Strands/Indicators through classroom observation or demonstration teaching; and Non-Classroom Observable Strands/Indicators based on the teacher's demonstration and/or understanding of the indicator through narratives and reflections following the rubrics and protocols provided in the DepEd Order;
 - Assess the potential, characteristics or traits, and fitness (i.e., Job Fit, Location Fit, and Organizational Fit) of the applicants through the conduct of other appropriate evaluative assessments, such as but not limited to Behavioural Events Interview (BEI), Written Examinations (WE), Skills or Work Sample Tests (S/WST);
 - Adopt the use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, demonstration teaching, administration of the tests and examinations, BEI, meetings and deliberations, among others, as may be necessary;
 - Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicant affixes their signature to signify their knowledge of and conformity to the process undertaken and the points given to them; and
 - Prepare and submit duly signed CAR/CAR-RQA to the appointing authority within seven (7) calendar days after all the applicants have been assessed.

3. DepEd Order No. 007, s. 2023 also provides that based on the recommendation of the HRMPSB, the Head of Office may designate sub-committee/s in the schools, districts, or offices, as deemed practicable, to assist the HRMPSB in the process of comparative assessment and perform functions as may be defined by the HRMPSB such as screening, evaluating, and rating of applicants based on established criteria and point system, subject to further review and validation of the HRMPSB. The sub-committee/s, however, shall only serve as an assistorial body. The composition of the sub-committee is as follows:

| I | II | III |
|-------------------------|----------------------------|---------------------------------|
| Dr. Zorayda S. Paguyo | Dr. Jhon Rey D. Ortal | Dr. Eldefonso B. Natividad, Jr. |
| Dr. Marilou P. Omotoy | Dr. Aubrhey Marie R. Oasay | Mr. Allan B. Garcia |
| Dr. Geraldine O. Lao-at | Mrs. Joycelyn P. Perdido | Mrs. Opresinia Z. Castillo |
| Mrs. Aileen V. Joaquin | Mrs. Gladys B. Lampitoc | Dr. Jocelyn L. Aribuabo |

4. Moreover, in case of teacher-applicants with special needs, the services of a Special Education Teacher specializing or expert in the said field, their services shall be sought to assist the HRMPSB in the assessment process;

5. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None
Reference:
To be included in the Perpetual Index
Under the following subject:

COMPOSITION HRMPSB

OSDS HRMU JMP/Div_Memo_Composition of HRMPSB
24073/October 16, 2024