



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OF BULACAN

DIVISION MEMORANDUM

No. **067** s. 2024

RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD (HRMPSB) AND ITS FUNCTIONS

To : Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 HRMPSB Members
 Heads of Elementary and Secondary Schools
 All Others Concerned

- In view of the re-assignment of some members of the HRMPSB, this office announces to the field the reconstitution of the Human Resource Merit Promotion and Selection Board based on CSC 2017 Omnibus Rules and Appointments and Other Human Resource Actions as amended (2019 edition):

For Teaching Positions		
	Elementary	JHS and SHS
Chairperson	MARIA CELINA L. VEGA, CESO VI Asst. Schools Division Superintendent	ROWENA T. QUIAMBAO, CESO VI Asst. Schools Division Superintendent
Members:	Cecilia S. Custodio, PhD SGOD Chief	Cecilia S. Custodio, PhD SGOD Chief
	Josefina S. Pedroche Administrative Officer V	Josefina S. Pedroche Administrative Officer V
	Victoria O. Madrigal Administrative Officer IV	Victoria O. Madrigal Administrative Officer IV
	School Head or Chief of Division where vacancy exists	School Head or Chief of Division where vacancy exists
	Representative of accredited employees' association	Representative of accredited employees' association
Secretariat:	Garry Salamat Hana Hernandez Karen Minette Danganan	Garry Salamat Hana Hernandez Karen Minette Danganan



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph

MATATAG

KAGAWARAN NG PILIPINAS



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

2. The following are the duties and responsibilities of the HRMPSB Members (D.O. No. 19, s. 2022):
 - 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 sub-committee/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 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. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent *CE*

February 05, 2024
HR/hrmo