



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

13 April 2023

**DIVISION MEMORANDUM**

No. 169 s. 2023

**RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION  
and SELECTION BOARD (HRMPSB) of SDO-DAPITAN CITY**

To : **Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary Schools Administrators  
OSDS Section Heads  
All Others Concerned**

1. Pursuant to the provision of the Civil Service Commission Memorandum Circular No. 14, s. 2018 entitled "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", and Department Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Schools Division Office of Dapitan City is hereby reconstituted due to inevitable personnel movement, to wit:

Chairperson: DR. ROSALIO B. CONTURNO, JR.  
*OIC-ASDS*

Members: SHERLITO E. SAGAPSAPAN  
*CES, SGOD*

GEORDITO T. OLARIO  
*Administrative Officer V*

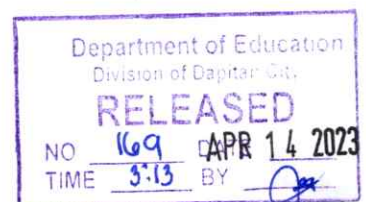
CYNTHIA O. DALMAN  
*Administrative Officer IV*

ELSA Q. ARANAS  
*PSDS (Teacher's Asso. Representative)*

GERMANICO C. MALACAT  
*EPS (NEU 2nd level Representative)*

June Bill G. Bagasina  
*ADA VI (NEU 1st level Representative)*

Secretary: JUNNEFE C. JARALVE  
*Administrative Officer II*



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2. The customized functions and duties of the Human Resource Merit Promotion and Selection Board are as follows:

Chairperson:

- a. Ensures that the selection of employees for appointment in the DepEd shall be anchored on the principles of merit, competence, fitness, and equality.
- b. Supervises in the evaluation and validation of profile, skills and competencies and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- c. Presides the deliberation en banc of qualifications of those listed in the selection lineup and leads in making recommendations for appointment.
- d. Counterchecks the result of the ranking.

Members:

- a. validates and/or assesses the profile, skills and competencies and potential and psycho-social attributes necessary for the successful performance of the duties required of the positions applied for by applicants.
- b. Evaluates and validates outstanding relevant work accomplishments, relevant experience, educational attainment, and training appropriate.
- c. Conducts further assessments such as written examinations, skills tests, and interviews of qualified applicants.

HRMO:

- a. Conducts preliminary evaluation of the qualifications of the applicants vis-à-vis the approved Qualification Standards (QS) of the published positions to come up with the Selection Line-Up of Applicants.
- b. Provides the qualification standard for a position which shall include education, training, experience and eligibility required in the performance of the job.
- c. Publishes vacant positions in accordance with RA 7041 (Publication Law) which includes publication in the CSC Bulletin of Vacant Positions.

Secretary:

- a. Prepares minutes of deliberation and meetings.
- b. Keeps records of the deliberations and other files related to the activities of the HRMPSB.

3. It is expected that the committee shall perform the functions and responsibilities strictly in accordance with the existing merit and promotion guidelines and shall uphold fair and just conduct of hiring of candidates for the welfare of our system.

4. For information, guidance, and strict compliance.

**DANNY B. CORDOVA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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