



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

**Office of the Schools Division Superintendent**

**04 September 2023**

**MEMORANDUM**

No. 444, 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 and Secondary School Heads/Principals/TIC  
 SDO Section Heads  
 Teaching and Non-Teaching Personnel  
 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", the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Schools Division Office of Dapitan City is hereby reconstituted as follows:

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)*  
 ARNIE JAUCULAN  
*ADAS III (NEU 1st level Representative)*

Alternate Members:

ELLA GRACE M. TAGUPA  
*CES, CID*  
 ROSA BELINDA P. GEMPEROSO  
*Administrative Officer V*  
 AMYTHYST FAITH O. DIAO  
*Administrative Officer II*  
 RIZZA A. DABODA  
*Principal IV (Teacher's Asso. Rep.)*  
 MA. PERGA A. CADIENTE  
*EPS (NEU 2nd level Rep.)*  
 KATHLEEN CLAIRE B. NAPIGKIT  
*ADA VI (NEU 1st level Rep.)*

Secretary: JUNNEFE C. JARALVE  
*ADAS III*

ERNALYN R. DAYMIEL  
*ADAS II*

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.



Sunset Boulevard, Dawo, Dapitan City  
 (065) 917-5113  
 www.depeddapitancity.net



dapitancity@deped.gov.ph  
 fb.com/DepEdDapitanCity





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

---

- 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 assess 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 assessment such as written examinations, skills test, and interview of the 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 for our system.

Be guided accordingly.

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

OSDS-ADMS-Memo-2023-047

