



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

June 26, 2024

DIVISION MEMORANDUM  
No. 372 s. 2024

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

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
School Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. In view of the recruitment, selection, appointment, and other related personnel actions of this office, and pursuant to CSC MC No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), and DepEd Order No. 19, s. 2022 titled Department of Education Merit Selection Plan, the Schools Division Office Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted, to wit:

Chairperson	LUZ U. BANSON EdD, CESE OIC – Office of the Assistant Schools Division Superintendent	
Members:	Principal member	Alternate member
Chief of the School Governance and Operations Division	EDNA B. AZCARRAGA, PhD EPS, OIC-Office of the Chief Education Supervisor-SGOD	RONALD D. DILE Office of the Senior Education Program Specialist
School Head or Chief of Division where the vacancy exists	School Head  Chief of Division	Asst. School Principal/ School's Administrative Officer or designated representative of the school head  Designated Representative of the Chief of the Division
Administrative Officer V	MA. SHARON S. BARRIENTOS Administrative Officer V	ROMAR S. JARAVELO Senior Education Program Specialist



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<b>Administrative Officer IV -HRMO</b>	<b>DARWIN D. BRILLO</b> OIC, Office of the Administrative Officer IV /HRMO	<b>IMMACULADA J. AMORES</b> Senior Education Program Specialist – HRDD, SGOD
<b>Additional Members:</b>	<b>Principal member</b>	<b>Alternate member</b>
<b>Representatives</b>	<b>For Teaching Positions:</b>  For Elementary: <b>LORNA V. BONILLA</b> President, PESPA  For Secondary: <b>JOHNNY P. PUGON</b> President, CADASSA	<b>MERCY B. BARROA</b> Principal III  <b>CHARLIE D. BEGAS</b> Principal IV
	<b>For Non-Teaching Positions:</b> Level 1: <b>RANDY ALANTUSON</b> Administrative Assistant III  Level 2: <b>MAY EVAN DELA CRUZ</b> Administrative Officer II	<b>MARJORIE GERAPUSCO</b> Administrative Assistant III  <b>SCARLETTE SALAZAR</b> Administrative Officer II
	<b>For School Administration, and Teaching-Related Positions:</b>  <b>REYNALDO D. AZCARRAGA</b> President, CAPSTEA	<b>LOURDES V. OROPIO</b> Principal III
<b>Secretariat:</b>		
<b>EMMANUEL V. LATI</b> , Information Technology Officer I		
<b>CHERRY V. AMINOSO</b> , Administrative Officer II		
<b>GLORY JANE B. BORREROS</b> , Administrative Assistant III		
<b>GLENDA C. CABANTUG</b> , Administrative Assistant III		
<b>CHRISTINE T. VILLARUZ</b> , Administrative Assistant I		
<b>MARY GRACE C. DARADAR</b> , Administrative Aide I		
<b>JAMIE ROSE MAGSILA</b> , Administrative Aide I		



2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their responsibilities, such as:
- a. Develop a System of Ranking Positions (SRP) which shall be submitted for approval of the appointing officer / authority, copy furnished the CSC and the field offices for reference purposes;





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- 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 the MSP policy, and 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, skill test, behavioral events interview, 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 the 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 DepEd Central Office through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as may be assigned.
3. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.
4. Immediate dissemination of and strict compliance with this Memorandum are directed.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: None

Reference: CSC MC No. 14, s. 2018  
DO No. 19, s. 2022

To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL

EVALUATION

PERSONNEL

PROMOTION



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