



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF CAPIZ

27 AUG 2026

DIVISION MEMORANDUM
 No. **397** s. 2026

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

TO : OIC - Assistant Schools Division Superintendent
 OIC - Chief Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public Elementary, Integrated and Senior High 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. 08, s. 2025 (2025 Omnibus Rules on Appointments and Other Human Resource Actions)** 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:

First Level Positions

Chairperson	MARLON P. DESTREZA EdD OIC Assistant Schools Division Superintendent
Members	EDNA B. AZCARRAGA PhD EPS/ OIC, Office of the Chief Education Supervisor – SGOD
	MA. SHARON S. BARRIENTOS Administrative Officer V (Admin)
	DARWIN D. BRILLO Administrative Officer VI
	School Head or Chief of Division where the vacancy exists
	Representative: Randy A. De Juan Administrative Assistant III NEU Capiz Chapter

Second Level, including Executive/Managerial Positions

Chairperson	MARLON P. DESTREZA EdD OIC Assistant Schools Division Superintendent
Members	EDNA B. AZCARRAGA PhD EPS/ OIC, Office of the Chief Education Supervisor – SGOD
	MA. SHARON S. BARRIENTOS Administrative Officer V (Admin)
	DARWIN D. BRILLO Administrative Officer VI
	School Head or Chief of Division where the vacancy exists



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	Representatives: Non-Teaching: MAY EVAN O. DELA CRUZ Administrative Officer IV (Records) President, NEU Capiz Chapter Related-Teaching & School Administration: Elementary: EDDIE B. ARCENAS School Principal IV President, PESPA Secondary: CHARLIE D. BEGAS School Principal IV President, CADASSA
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Teaching Positions

Chairperson	MARLON P. DESTREZA EdD OIC Assistant Schools Division Superintendent
Members	MERLIE J. RUBIO PhD EPS/ OIC, Office of the Chief Education Supervisor – CID
	MA. SHARON S. BARRIENTOS Administrative Officer V (Admin)
	DARWIN D. BRILLO Administrative Officer VI
	School Head where the vacancy exists
	Representative: FIDEL B. BASCO Teacher VI President, CDTA

Secretariat

Name	Position
CHERRY V. AMINOSO	Administrative Officer II
GRECIA JOY ANN B. TAMAYO	Administrative Officer II
RACEL JEWEL A. ASIGNACION	Administrative Officer II
CHRISTINE T. VILLARUZ	Administrative Assistant III
LORENCE CATANYAG	Administrative Aide VI
MARY GRACE C. DARADAR	Administrative Aide I
LIEZEL A. BUNDALAN	COS



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2. Pursuant to **DepEd Order No. 19, s. 2022**, 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. Recommend to the appointing officer / authority the designation of the subcommittee/s and technical working group/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- b. Evaluate and deliberate the qualifications of all applicants in accordance with the Merit Selection Policy (MSP), and the provisions of the Omnibus Rules Appointments and Other Human Resource Actions (ORAOHRA), and relevant hiring guidelines;
- c. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- d. Develop and conduct further assessment such as written examination, skill test, behavioral events interview, and others, as deemed necessary;
- e. Submit to the appointing officer / authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of the Deliberation;
- f. Maintain fairness and impartiality in the assessment of applicants;
- g. Respond to queries and/or complaints pertaining to the comparative assessment results;
- h. Recommend areas of improvement to DepEd Central Office through proper channels, on the recruitment, selection, and placement policies; and
- i. Perform other related functions as may be assigned by the appropriate authorities.

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.


ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated
References: None

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

PERSONNEL RECRUITMENT COMMITTEES



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>