



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

October 1, 2021

DIVISION MEMORANDUM

No. 310, s. 2021.

**COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR FIRST AND SECOND LEVEL POSITIONS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Office/Unit Heads  
All Other Concerned

1. In consonance with DepEd Order 29, s. 2002 – Merit Selection Plan of the Department of Education dated July 22, 2002, and Section 85 to 88 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), this Office hereby compose the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level Positions, to wit:

Chairperson: **CRISTA JOY A. TORBILA**, OIC-Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA**, Chief, Schools Governance Operations Division  
**ALEX B. REJUSO**, Chief, Curriculum Implementation Division  
**MICHELLE D. CAGUIMBAL**, Administrative Officer V  
**ATTY. RISTY T. ADARAYAN**, Attorney III  
**CARMENCITA L. MARTIRES**, Human Resource Management Officer

Representatives of the rank-and-file career employees:

**DEAH A. GAMAO, CPA**, Accountant III

HRM PSB Sub-Committee / Evaluators per criterion (per DO 66, 2007):

- |   |                           |
|---|---------------------------|
| A. Performance  | <b>OMAR TY</b>            |
| B. Experience   | <b>SYLVIA VILLANUEVA</b>  |
| C. Outstanding Accomplishments<br>(Meritorious Accomplishments) |                           |
| a. Outstanding Employee Awards                                  | <b>MARITES GUILLERMO</b>  |
| b. Innovations  | <b>LUCILA BALONDO</b>     |
| c. Research and Development Projects                            | <b>ROBERTO ORIAS, JR.</b> |
| d. Publication/Authorship                                       | <b>ISAGANI LICAS</b>      |
| e. Consultant/Resource Speaker in<br>Training/Seminars          | <b>JULITO LAGRIMAS</b>    |



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D. Education  
E. Training

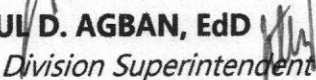
**EMILY ADRAYAN**  
**MANUEL I. LIPATA**

2. In support of HRMPSB this Office likewise constitutes the HRMPSB Secretariat and Technical Working Group (TWG) with the following duties and functions:

Secretariat: **RALPH A. ALIDO**, Administrative Assistant III  
TWG: **LUCITO D. DOMALAON**, Administrative Assistant III  
**MARBE ANN S. CAGRO**, Administrative Assistant III  
**CASSANDRA A. PALERMO**, Administrative Assistant III

Duties and Functions:

- a. Screen application folders for completeness of required documents.
  - b. Mark "receive" and date each folder and each document attached thereto.
  - c. Record, organize, and safely keep the application folders of applicants before the interview conduct of the interview.
  - d. Facilitate the arrangement of applicants for interview by the Board.
  - e. Facilitate the conduct of the interview.
  - f. Record, organize, and safely keep the assessment or interview form for each application folder.
  - g. Prepare the Roster of Qualified Applicants (RQA) for deliberation by the Board.
  - h. Facilitate the required posting of the RQA for verification.
  - i. Facilitate the approval of the RQA.
3. Immediate dissemination of and compliance to this Memorandum are so desired.

  
**RAUL D. AGBAN, EdD**  
*Schools Division Superintendent*