



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

Office of the Schools Division Superintendent

February 21, 2024

DIVISION MEMORANDUM

No. 062, s. 2024

**RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) FOR FIRST AND SECOND LEVEL
TEACHING, TEACHING RELATED AND
NON-TEACHING POSITIONS**

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

1. As provided Sections 85 to 88 of the Civil Service Memorandum Circular No 14, 2018 or the 2017 *Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)*, as amended dated August 30, 2018, and in consonance with DepEd Order No. 19, 2022 dated April 22, 2023 *The Department of Education Merit Selection Plan*, and DepEd Order No. 07, s. 2023 dated March 22, 2023, *Guidelines On Recruitment, Selection and Appointment in the Department of Education* hereby reconstitutes the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level Positions, to wit:

Chairperson: **REY F. BULAWAN EdD.**
Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA**
Chief, Schools Governance Operations Division

SYLVIA D. VILLANUEVA
OIC-Chief, Curriculum Implementation Division

MICHELLE D. CAGUIMBAL
Administrative Officer V

CARMENCITA L. MARTIRES
Human Resource Management Officer



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2. Representative of the NEU/Non-Teaching Personnel in case of Non-Teaching Position:

ROBERTO T. ORIAS JR., DALL
Senior Education Program Specialist/NEU President

3. Additional Members in case of Senior High School (SHS) Teaching Positions

GARRY A. VACUNAWA – Chapter President NSSSHA
JOHANNES S. MONJE – President, Federated GPTA

4. Additional Members in case of Teacher I Positions (Junior High School)

GARRY A. VACUNAWA – Chapter President NSSSHA
JOHANNES S. MONJE – President, Federated GPTA

5. Additional Members in case of Teacher I Positions (Elementary)

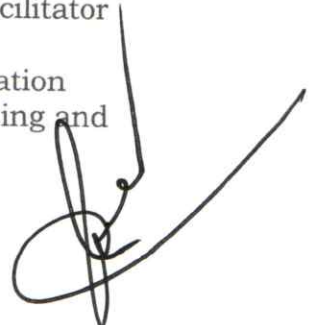
DIONESIA A. MERCADER – Chapter President, PESPA
JOHANNES S. MONJE – President, Federated GPTA

6. Additional Members in case of Teacher I Positions for SPED and/or Multi-Grade Schools

FRANCISCO B. BOTAIRE JR. – Division SPED Coordinator
MARIBEL A. FORMARAN – Division MG Coordinator

7. HRM PSB Sub-Committee / Evaluators per criterion:

- | | |
|--|---|
| A. ALEX B. REJUSO | Education |
| MARIBEL A. FORMARAN | |
| B. OMAR O. TY | Performance |
| FRANCISCO BOTAIRE JR. | |
| C. PETER R. BOBILES | Training |
| PEPITO SALDO | |
| D. JULITO LAGRIMAS | Experience |
| RODEL C. LUTAO | |
| E. Outstanding Accomplishments | |
| a. NELIDA LUBOS | Awards and Recognition |
| NESTOR A. ADA | |
| b. ELNA D. ENANO | Research and Innovation |
| JOCELYN I. ACEBUCHE | |
| c. LUCILA R. BALONDO | Subject Matter Expertise/
Membership in National
TWGs or Committees |
| GEROLDO LOBOS | Resource Speakership/Learning
Facilitation |
| d. EMILY ADRAYAN | NEAP Accredited Facilitator |
| e. JOEL SALOR | |
| F. MANUEL I. LIPATA | Application of Education |
| G. FELIX J. LEDEÑO | Application of Learning and
Development |
| H. HRMPSB sitting as panel
(<i>en banc</i> or <i>division</i>) | Potential, BEI |



8. Additional HRMPSB Sub-Committee Evaluators for Classroom Observable Indicators (COI) or Teaching Demonstration and Non-Classroom Observable Indication (NCOI) or Skills Demonstration:

Demonstration Teaching for Elementary

- a. **LUCILA R. BALONDO**
- b. **ROBERTO GALONO**
- c. **ISAGANI E. LICAS**
- d. **NELIDA M. LUBOS**
- e. **JULITO E. LAGRIMAS**

Demonstration Teaching for Junior High School per specialization

- a. **FELIX J. LADEÑO** English
- b. **JULITO E. LAGRIMAS** Filipino
- c. **MANUEL I. LIPATA** Mathematics
- d. **NELIDA LUBOS** Science
- e. **OMAR TY** MAPEH
- f. **ALEX REJUSO** Araling Panlipunan
- g. **LUCILA R. BALONDO** EPP/TLE
- h. **EMILY ADRAYAN** ESP

Demonstration Teaching for Senior High School per specialization

- a. **JULITO E. LAGRIMAS** ABM
- b. **NELIDA M. LUBOS** HUMSS
- c. **MANUEL I. LIPATA** STEM
- d. **FELIX J. LADEÑO** GA
- e. **LUCILA BALONDO** TVL

Skills Demonstrations

- a. **ROLANDO P. LUCENECIO, JR.** NCOI-TRF (ICT and Related Skills Test)
- b. **LUCILA R. BALONDO** Skills/Work Sample Test

9. In support of HRMPSB this Office likewise constitutes the HRMPSB Secretariat the following duties and functions per Section D, item 32 of DepEd Order No. 19, s. 2022:

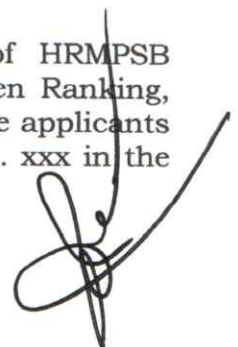
Head: **EUNICE V. TARINGTING**

Members: **ELSA F. DOMINGO**
RALPH ALIDO
LUCITO DUMALAON
HERSHELYN LOBERIO

Official Encoder: **RAUL EPIFANIO P. FIGUEROA JR.**

HRMPSB Secretariat duties and functions:

“32. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking, Appeals pertaining to the individual results and/or refusal of the applicants to affix their signature on the Individual Evaluation Sheet (IES). xxx in the



event that an applicant fails or refuses to sign the IES, the Minutes of Meeting shall suffice to establish the integrity of the assessment process.”

- a. Prepare, for approval of the chairperson all Notices of Meeting/Deliberations of the HRMPSB and publish and/or serve the same to all members of the HRMPSB.
- b. Record, keep copies of the Minutes of Meeting/Deliberation of the HRMPSB and IESs of all applicants.
- c. Secure and safekeep a copy from the HRMO of the Results of Initial Evaluation, i.e., posting of Registry of Qualified Applicants (RQA) and Registry of Disqualified Applicants (RQD) for verification.
- d. Safekeep a copy of Results of Finalized Registry of Qualified Applicants for the HRMPSB, for transmission and approval of the appointing authority, and for future references.

Encoding of Individual Evaluation Sheets (IES) for Initial and Final Evaluation.

- a. The HRMPSB Secretariat encoders shall only entry personal information and points of applicants per evaluation criterion based on approved Individual Evaluation Sheets (IES) strictly using prescribed template Annex G and G-1 of DepEd Order No. 19, s. 2022
- b. IES shall be transmitted by the HRMO to the HRMPSB Secretariat.in the entry of points to the Registry of Qualified Applicants and Registry of Disqualified Applicants as well as Registry of Qualified Applicants (CAR-RQA).
- c. The encoders shall strictly use the prescribed template Annex H *Final Deliberation*, Annex I, *Comparative Assessment Results* and Annex I-1 *Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)* DepEd Order No. 19, s. 2022.

10. For your information and strict compliance.


GAUDENCIO C. VALJIBE JR., PhD, CESO VI
OIC - Schools Division Superintendent