



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

**Office of the Schools Division Superintendent**

January 23, 2025

DIVISION MEMORANDUM

No. 091, s. 2025

**RECOMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND  
SELECTION BOARD (HRMPSB), SUB-COMMITTEE EVALUATORS AND  
SECRETARIAT TEAM FOR TEACHER I POSITION**

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

1. Pursuant to Section 83, and 90-92 of DepEd Order No. 19, s. 2022 otherwise known as the *Department of Education Merit Selection Plan*, in consonance with DepEd Order No. 007, s. 2023, otherwise known as the *Guidelines on Recruitment, Selection and Appointment in the Department of Education* dated Mar 22, 2023, as amended by DO 021, s. 2024 dated December 23, 2024 – *Amendments to DepEd Order No. 007, s. 2023*, the HRMPSB, Sub-Committee Evaluators and Secretariat Team for Teacher I Position are hereby reconstituted, to wit:

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

Members: **SYLVIA D. VILLANUEVA**  
Chief, Curriculum Implementation Division

**NOE M. HERMOSILLA**  
Chief, Schools Governance and Operations Division  
(additional member per Sec 83, DO 19, s. 2022)

**MICHELLE D. CAGUIMBAL,**  
Administrative Officer V

**EUNICE V. TARINGTING**  
Human Resource Management Officer

**GARRY A. VACUNAWA**  
President NSSSHA

**DIONESIA A. MERCADER**  
President, PESPA

Secretariat: **FRANCIS RICO E. TOBES**  
Administrative Officer II



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2. HRM PSB Sub-Committee Evaluators per criterion:

<b>Criteria</b>	<b>Team Leader</b>	<b>Member</b>
<b>Education</b>	Alex B. Rejuso	Joel Salor
<b>Training</b>	Peter R. Bobiles	Pepito Saldo
<b>Experience</b>	Dionesia Mercader	Rudel C. Lutao
<b>Eligibility</b>	Lucila Balondo	Isagani Licas Nestor Ada
<b>PSST Classroom Observable Indicators</b> <i>(Classroom Observation)</i>	<b><u>For Elementary Teacher I Applicants:</u></b>	
	Alex B. Rejuso <i>(for applicants for T1 from San Vicente, Victoria and San Isidro)</i>	Petronilo Panis Lenore Salor Gena Lingling Maribel Formaran
	Omar O. Ty <i>(for applicants for T1 from Capul, San Antonio and Allen)</i>	Anecita B. Marzol Fe Agaton Denmark Fernandez Agustin Estinopo
	Felix J. Ladeño <i>(for applicants for T1 from Lavezares, Biri, Rosario and San Jose)</i>	Geroldo Lobos Elena Flores Erma Parina Eleanor Bido
	Manuel I. Lipata <i>(for applicants for T1 from Lope de Vega and Catarman)</i>	Mary Jane Aguirre Mario Longcop Ruth Capaz Brenda Villadolid Arnio Saludario Elena Flores Alma Solayao
	Emily M. Adrayan <i>(for applicants for T1 from Mondragon and Silvino Lobos)</i>	Nimfa Magpayo Zoraida Bulosan Venus Villadolid Lucio Lobos
	Esther Dela Cruz <i>(for applicants for T1 from San Roque, Pambujan, Laoang III &amp; V)</i>	Roselyn Sosing Arnoldo Rosales Merian Reyes Jannette Cerbito

**PSST Classroom  
Observable Indicators**  
(Classroom Observation)

Isgani Licas  
(for applicants for T1 from  
Catubig I-III, Las Navas I-  
III)

Carlos Balanquit  
Marlon De Asis  
Dionesio Nueva  
Marites Mahinay  
Elvira Subiaga  
Arnel Pajares

Lucila Balondo  
(for applicants for T1 from  
Bobon, Laoang I, II & IV,  
Palapag I-II)

Racquel Perfas  
Epiginia Po  
Silvano Pinca  
Cecila Doria  
Francisco Botaire, Jr

**For Junior High School  
Teacher I Applicants:**

Nelida M. Lobos  
(for applicants for T1 from  
Palapag III, Mapanas,  
Gamay I-II, Lapinig)

Roberto Galono  
Liza Engo  
Marialita Orio  
Teresita Urbano  
Rico Baladad

Lucila Balondo  
(for applicants for T1 for  
TLE)

Dolorita Gorembalem  
Cesar Torres  
Ruel Castillo  
Reynaldo Banjawan

**For Junior High School  
Teacher I Applicants:**

Alex Rejuso  
(for applicants for T1  
Araling Panlipunan)

Marife Bulawan  
Vina Romance

Gristina Giray  
(for applicants for T1  
Filipino)

Myra Bato

Omar Ty  
(for applicants for T1  
MAPEH)

Carlos Balanquit  
Arnel Pajares

Manuel Lipata  
(for applicants for T1  
Mathematics)

Villajejan Avila  
Luisito Fraga

Felix Ladeño  
(for applicants for T1  
English)

Emma Merino  
Gretta Adora

Nelida Lobos  
(for applicants for T1  
Science)

Nimfa Sanico  
Ostiniano Ongsoto

**PSST Classroom  
Observable Indicators**  
*(Classroom Observation)*

Emily Adrayan  
*(for applicants for EsP)*

Joey Tadeo  
Odette Acedera

**For Senior High School  
Teacher I Applicants:**

Nelida Lobos  
*(for applicants for T1  
STEM)*

Michelle Probadora  
Rodel Estrellado

Felix Ladeno  
*(for applicants for  
T1HUMSS)*

Lucio Lobos  
George Pinca

Lucila Balondo  
*(TVL)*

Isagani Licas  
Rhea Ballea  
Maria Teresa Badilla  
Venancio Albasin  
Leonida Longcop  
Liza Baluyot  
Michael Esposo  
Lilia Magistrado

**Non-Classroom  
Observable Indicators**  
*(Portfolio Assessment and  
Behavioral Events  
Interview)*

Group 1:  
Rey F. Bulawan

Dionesia Mercader  
Manuel Lipata  
Lucila Balondo

Group 2:  
Noe M. Hermosilla

Nelida Lobos  
Omar Ty  
Emily Adrayan

Group 3:  
Sylvia D. Villanueva

Felix Ladeno  
Julien Tiza Madronio  
Isagani Licas

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

Head: Francis Rico E. Tobes  
Members/ Raymyr E. Gallano  
Official Encoders: Dennis Merc Dj E. Orsolino  
Chester C. Naguit  
Jay Francis M. Cahusay  
Eunice M. Costa  
Edilberto D. Lobino, 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 if 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, and keep copies of the Minutes of Meeting/Deliberation of the HRMPSB and IESs of all applicants.
- c. Secure and safekeeping a copy from the HRMO of the Results of the Initial Evaluation, i.e., posting of Registry of Qualified Applicants (RQA) and Registry of Disqualified Applicants (RQD) for verification.
- d. Safekeep a copy of the Results of Finalized Registry of Qualified Applicants for the HRMPSB, for transmission and approval of the appointing authority, and future references.

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

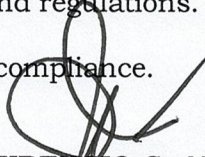

- a. The HRMPSB Secretariat encoders shall only enter personal information and points of applicants per evaluation criterion based on approved Individual Evaluation Sheets (IES) strictly using prescribed template Annex G and G-1 of DepEd Order No. 19, s. 2022
  - b. IES shall be transmitted by the HRMO 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.
4. Notwithstanding the above composition, Section 92 of DepEd Order 19, s. 2022 provides that *xxx The HRMPSB or sub-committee/s may consult and employ the assistance of external independent resource persons in determining the best and most qualified candidates for appointment.*

As such, the HRMPSB shall be empowered to consult and employ through an order of designation, any and all DepEd trained and accredited assessors and evaluators from the field for the portfolio assessment.

5. Pursuant to Section 93 of DepEd Order No. 19, s. 2022, *xxx Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.*

To ensure the attendance and performance of the above duties of designated members and evaluators, the travel expenses incurred by members during the conduct of assessment and evaluation of applicants for the hiring cycles shall be chargeable to local funds subject to availability of funds and usual government accounting and auditing rules and regulations.

6. For your information and strict compliance.

  
**GAUDENCIO C. ALJIBE, JR, CESO VI**  
Schools Division Superintendent 

DepEd Northern Samar  
RELEASED  
By:           AJ            
Date:           1-24-25