



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

10 January 2024

DIVISIONAL MEMORANDUM

No. *013*, s. 2024

**RECOMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSB)
FOR THE YEAR 2024**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads, Non-Implementing Units
This Division

1. This Office hereby informs all concerned of the recomposition of Division Human Resource Merit Promotion and Selection Board based on DepEd Order No. 7, s. 2023, as follows:

A. NON-TEACHING POSITION (LEVEL 1 AND LEVEL 2)

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO PRESIDENT
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL
ATTY. VINCENT SHELDON A ZABALA, NON-TEACHING ASSOCIATION REP.
CHIEF/SCHOOL HEAD WHERE THE VACANCY EXISTS

Alternate Members: ANACLETA A. GACASAN, CHIEF ES, CID
MELANIE G. LAGUS, P-II, COPSTEA/PTEMCO REPRESENTATIVE
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
IVY J. CABUAL, AO V-BUDGET

B. EDUCATION PROGRAM SUPERVISOR (EPS) POSITION

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL
ANACLETA A. GACASAN, CID CHIEF/DIVISION CHIEF
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO PRESIDENT
ANGELITA M. MARIBOJOC, EPS, REPRESENTATIVE



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Alternate Members: JOHNNEL A. GUANGCO, EPS
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
IMELDA D. PONGASE, EPS, REPRESENTATIVE
MELANIE G. LAGUS, P-II, COPSTEA/PTEMCO REPRESENTATIVE

C. PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITION

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
ANACLETA A. GACASAN, CHIEF ES, CID/DIVISION CHIEF
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO PRESIDENT
ELSA B. BUENAVIDEZ, PSDS REPRESENTATIVE

Alternate Members: JOHNNEL A. GUANGCO, EPS
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
JASMINE I. GAOGAO, PSDS
MELANIE G. LAGUS, P-II, COPSTEA/PTEMCO REPRESENTATIVE

D. MASTER TEACHER, TEACHER III AND TEACHER II, SPECIAL EDUCATION TEACHER POSITION (ELEMENTARY AND SECONDARY)

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO President
HEAD OF THE SCHOOL WHERE THE VACANCY EXISTS

Alternate Members: ANACLETA A. GACASAN, CHIEF ES, CID
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
MELANIE G. LAGUS, P-II, COPSTEA/PTEMCO REPRESENTATIVE

E. HEAD TEACHER AND SCHOOL PRINCIPAL POSITION (ELEMENTARY)

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL



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MELANIE G. LAGUS, P-II/PESPA PRESIDENT
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO PRESIDENT

Alternate Members: ANACLETA A. GACASAN, CHIEF ES, CID
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
EUGENIO C. BUCOG, P-I/PESPA VICE-PRESIDENT

F. HEAD TEACHER AND SCHOOL PRINCIPAL (SECONDARY) NON IMPLEMENTING UNITS

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS
Members: SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
DOROTHY JOY B. YTING, AO-V, ADMIN SERVICES
ADDA LIZA J. SAQUIN, AO-IV/PERSONNEL
LILIBETH Y. ABAMONGA, P-II/DAPSSHI PRESIDENT
EULALIO S. RUPINTA, EPS, COPSTEA/PTEMCO PRESIDENT

Alternate Members: ANACLETA A. GACASAN, CHIEF ES, CID
MARICEL D. AVILA, ACCOUNTANT III
RUBY JANE R. GACASAN, AO II
JUNRIEL B. SINARILLOS, P-I/DAPSSHI VICE-PRESIDENT
MELANIE G. LAGUS, P-II/ COPSTEA/PTEMCO VICE-PRESIDENT

Secretariat (all positions): TERESITA L. PAGADOR, ADAS III
DINALYN A. RAMAYRAT, ADAS III

2. The HRMPSB shall assist the appointing officer/authority on the judicious and objective selection of candidates for appointment of candidates in accordance with their roles include, but not limited to, the following:

- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
- b. Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist 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 this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;




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- 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, skills test, BEI, and other, as deemed necessary;
 - f. Submit to the appointing officer/authority the CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of 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 the CO, through proper channels, on the recruitment, selection, and placement policies; and
 - j. Perform other related functions as may be assigned.
3. For information and guidance.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent *PL*

References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DIVISION OFFICE
EMPLOYEES
RULES AND REGULATIONS

POLICY
SCHOOLS

AJS/DM – Recomposition of the Division HRMPSB 2024
/January 10, 2024



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