



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

27 Feb 2025

DIVISION MEMORANDUM

No. 080, s. 2025

**COMPOSITION OF THE HUMAN RESOURCE MERIT AND PROMOTION
SELECTION BOARD (HRMPSB) RELATED TEACHING, SCHOOL
ADMINISTRATION AND NON-TEACHING POSITIONS for CY 2025**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that effective **January 1, 2025**, the composition of the **Human Resource Merit and Promotion Selection Board (HRMPSB)** for **Related Teaching, School Administration and Non-teaching positions** of this Division shall be as follows:

HRMPSB FOR RELATED TEACHING, SCHOOL ADMINISTRATION AND NON-TEACHING POSITIONS	
Role	Name of Employee
Chairperson	Conniebel C. Nistal, ASDS
Regular Members	Rolly B. Labis, Chief SGOD
	Jeffrey M. Martinez, Admin Officer V
	Felanie Marie A. Lim, HRMO II
	School Head/ Section Head/ Chief of Division where vacancy exists
	Representative of Employees
	A. PESPA (Elem)– Helen S. Palasan B. NAPSSHI (Sec) – Marivic S. Torres C. EDTEA (Elem) – Rhea C. Batutay D. EDTEA (Sec) – Mark Anthony G. Arrieta E. Non-Teaching Level 1 – Jon Louis O. Dacoco F. Non-Teaching Level 2 – Eleonor R. Isiderio
Alternate Members	Ninian A. Alcasid
	Analyn G. Fabria
	Stephanie P. Saligumba
	Kenneth Angel B. Guillena
Secretariat	Randy Rhys U. Capistrano



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Alternate Secretariat	Ricca Stephanie E. Oco
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2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency. Designated employees are expected to perform the following in addition to the duties and responsibilities of their current position which include, but are not limited to, the following:
 - a. Evaluate and deliberate the qualification of those listed in the selection line-up, *en banc*;
 - b. 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;
 - c. Recommend to the appointing officer/authority the designation of subcommittee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
 - d. Evaluate and deliberate the qualifications of all applicants in accordance with the policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
 - e. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - f. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
 - g. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
 - h. Maintain fairness and impartiality in the assessment of applicants;
 - i. Respond to queries and/or complaints pertaining to the comparative assessment results;
 - j. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies;
 - k. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority; and
 - l. Perform other related functions as may be assigned.
3. If a regular member won't be available in the schedule set for deliberation, due to valid circumstances (e.g. on sick leave or other analogous cases), he/she must inform the HRMPSB Secretariat the earliest possible time. An alternate member shall then sit as member of the HRMPSB in behalf of the regular member. In case *en banc* is still not possible, the deliberation shall





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be postponed. To avoid delays in the recruitment, designated employees are reminded to give priority in their tasks as members of the HRMPSB.

4. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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