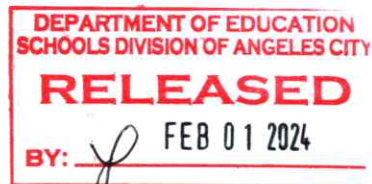




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY



1 Feb 2024

DIVISION MEMORANDUM
 No. 049, s. 2024

COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. Pursuant to the provisions of the DepEd Order 19 s. 2022, CSC-approved DepEd Merit Selection Plan (MSP), the SDO Angeles City announces the composition of the Human Resource Management Personnel Selection Board (HRM-PSB) for First and Second Level Positions as follows:

HRMPSB Members (First Level Positions)	HRMPSB Members (Second Level Positions)
<p>Chairperson:</p> <p>a. Enrique E. Angeles Jr. PhD, CESO VI Asst. Schools Division Superintendent</p> <p>Members:</p> <p>b. Edgar L. Manabat PhD Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Maria Cristina S. Sarmiento Administrative Officer V</p> <p>e. Caroline L. Montes Administrative Officer IV (HRMO)</p> <p>f. Representative of accredited employee's association belonging to the first level employees</p> <p>Secretariat:</p> <p>Delma Christle C. David Administrative Officer II</p> <p>Rosalie G. Chin Administrative Assistant III</p>	<p>Chairperson:</p> <p>a. Enrique E. Angeles Jr. PhD, CESO VI Asst. Schools Division Superintendent</p> <p>Members:</p> <p>b. Edgar L. Manabat PhD Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Maria Cristina S. Sarmiento Administrative Officer V</p> <p>g. Caroline L. Montes Administrative Officer IV (HRMO)</p> <p>e. Representative of accredited employee's association belonging to the second level employees</p> <p>Secretariat:</p> <p>Delma Christle C. David Administrative Officer II</p> <p>Rosalie G. Chin Administrative Assistant III</p>





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2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are 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;
 - 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 others, as deemed necessary;
 - f. Submit to the appointing officer/authority the CAR/ 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. The HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office, which shall include the names and designations of all regular members.
4. Wide dissemination of this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Reference: DepEd Order 19 s. 2022

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

HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD

MCS/AOV/February 1, 2024



Governance Level	HRMPSB Members (First Level Positions)	HRMPSB Members (Second Level, including Second Level Executive/Managerial Positions)
Schools Division Office; and School	<p><i>Chairperson:</i></p> <p>a. Assistant Schools Division Superintendent</p> <p><i>Members:</i></p> <p>b. Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Administrative Officer V for the Administrative Services Section</p> <p>e. Administrative Officer IV (HRMO)</p> <p>f. Representative of accredited employees association belonging to the first level employees</p> <p><i>Secretariat:</i></p> <p>Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair</p>	<p><i>Chairperson:</i></p> <p>a. Assistant Schools Division Superintendent</p> <p><i>Members:</i></p> <p>b. Chief of the School Governance and Operations Division</p> <p>c. School Head or Chief of Division where the vacancy exists</p> <p>d. Administrative Officer V for the Administrative Services Section</p> <p>e. Administrative Officer IV (HRMO)</p> <p>f. Representative of accredited employees association belonging to the second level employees</p> <p><i>Secretariat:</i></p> <p>Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair</p>

84. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are 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;
- 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 others, as deemed necessary;
- f. Submit to the appointing officer/authority the CAR/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.

85. The HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office, which shall include the names and designations of all regular members. Each regular member, except for the Chairperson, shall have one (1) alternate whose name shall also be indicated in the Office Order/Designation. Posting of the HRMPSB composition in the agency bulletin board shall be required.

86. In case the position required for Chairperson is vacant, the Head of Office shall designate a Chairperson from among the next high ranking regular members.