



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 3, 2023

**OFFICE MEMORANDUM**

AD-2023- 261

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

To: Assistant Regional Director  
Functional Division Chiefs  
All Others Concerned

1. Pursuant to DepEd Order No. 019, s. 2022 dated April 22, 2022 "The Department of Education Merit Selection Plan", the following are hereby reconstituted as Human Resource Merit Promotion and Selection Board.

Chairperson : **Dr. RONELO AL K. FIRMO, CESO V**  
Assistant Regional Director

Member : **Chief of the Office where vacancy exists**

**Dr. ALEJANDRITO L. YMAN**  
Chief, Administrative Division

**Dr. ALEJANDRA B. LAGUMBAY**  
Chief, Human Resource Development Division

**Ms. EVA D. ROSALES**  
Administrative Officer V, Personnel Section

**Atty. MAUREEN CHARISSE A. MALTOS**  
SEPS, HRDD/Representative, 2<sup>nd</sup> Level

**Ms. RASHEIL R. LABITA**  
ADAS I, HRDD/Representative, 1<sup>st</sup> Level

Alternate Members : **Dr. HARVIE D. VILLAMOR**  
Chief, Curriculum and Learning Management Division

**Dr. RITA R. DIMAKILING**  
Chief, Policy, Planning and Research Division

**Ms. ELIZABETH E. CABOBOY**  
SAO, AD/ Alternate Representative, 2<sup>nd</sup> Level

**Mr. ANDREY GAY N. CALIPAYAN**  
ADA VI, AD-AMS/Alternate Representative, 1<sup>st</sup> Level



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2. As Members of the HRMPSB, you are expected to:

2.1 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:

2.1.1 Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its filed offices for references purposes;

2.1.2 Recommend to the appointing officer/authority the designation of sub-committees/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;

2.2.3 Evaluate and deliberate the qualifications of all applicants in accordance with MSP policy, the provisions of the ORAOHRA, and relevant hiring guidelines;

2.1.4 Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;

2.1.5 Develop and conduct further assessment such as written examination skills test, BEI, and others, as deemed necessary;

2.1.6 Submit to the appointing officer/authority the CAR/CAR-RQA highlighting the top five ranking candidates or less, and Minutes of deliberation;

2.1.7 Maintain fairness and impartiality in the assessment of applicants;

2.1.8 Respond to queries and/or complaints to the comparative assessment results;

2.1.9 Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and

2.1.10 Perform other related functions as may be assigned.

3. This designation which is in addition to the duties and functions of your present position shall not entail additional compensation and shall continue to be effective until rescinded.

4 Please be guided accordingly.



**EVELYN R. FETALVERO, CESO IV**

Regional Director



AD-PS-COZ



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