



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

February 26, 2024

OFFICE MEMORANDUM

AD-2024- **130**

**DESIGNATION AS CHAIRPERSON OF THE HUMAN RESOURCE
MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

To: **Dr. ROSEMARIE M. GUINO**
Chief, Administrative Division

1. In view of the request of Dr. Ronelo Al K. Firmo, Assistant Regional Director and Chairperson of the HRMPSB, to inhibit from joining the screening and interview of applicants for the position of Administrative Aide VI (Data Entry Machine Operator I), you are hereby designated as Chairperson of the Human Resource Merit Promotion and Selection Board (HRMPSB) in the DepEd Regional Office VIII on February 27-28, 2024.
2. As Chairperson, you are expected to do the following duties and responsibilities:
 - 2.1 Lead in the evaluation and deliberation on the qualifications of those listed in the selection line up.
 - 2.2 Lead in making a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
 - 2.3 Lead in the conduct of further assessment such as written examination, skills tests, interview and others of qualified candidates.
 - 2.4 Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.
 - 2.5 Sign the Certification in Box B at the back of the appointment that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation.
 - 2.6 Perform other related functions as maybe assigned.
3. Please be guided accordingly.


EVELYN R. FETALVERO CESO IV
Regional Director



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