



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

03 May 2023

DIVISION MEMORANDUM  
 No. **146**, s. 2023

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

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors-  
 Public Schools District Supervisors/District-In-Charge  
 Administrative Officer V  
 Section and Unit Heads  
 Elementary and Secondary School Heads  
 All Others Concerned

- In compliance with the provision of **CSC MC No. 14, s.2018** "2017 Omnibus Rules on Appointments and Other Human Resource Actions, (ORA-OHRA), Revised July 2018, Rule IX Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board", Sec. 90, and **DepEd Order No. 019, s.2022** *The Department of Education Merit Selection Plan* item G. Institutional Arrangements, this office would like to announce the re-composition of the **Human Resource Merit, Promotion and Selection Board (HRMPSB)** as follows:

<b>REGULAR MEMBERS</b>	
<b>CHAIR:</b>	<b>MARY JULIE A. TRUS PhD, CESO VI</b> Assistant Schools Division Superintendent
<b>Members:</b>	<b>ROMULO S. ANCHETA PHD</b> Chief, School Governance and Operations Division
	<b>MARICEL S. FRANCO PHD, CESE</b> Chief, Curriculum Implementation Division
	<b>MARITESS E. VIDAD</b> Administrative Officer V
	<b>PRINCES C. AQUITANIA</b> Administrative Officer IV (HRMO)
<b>ALTERNATE MEMBERS</b>	
	<b>MELANY M. ASUNCION PHD</b> Education Program Supervisor
	<b>NIMFA NORIE A. AQUINO PHD</b> Education Program Supervisor
	<b>DINDO JOHN H. MORENO PHD</b> Education Program Supervisor



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<b>Representative (Rank and File)</b>	
NVDOPA (Non-Teaching)	<b>RUDY S. AGUSTIN</b> Nurse II
Teacher Association	<b>MARIANO C. MANZANO JR.</b> Master Teacher I
PESPA	<b>MANUEL A. CARIAGA</b> School Principal II
NVASSP	<b>LUVIMINDA M. CORDERO</b> School Principal IV
<b>Secretariat</b>	
Head:	<b>ERLINDA L. RODUTA</b> Administrative Officer II
Members:	<b>JEREMIE T. FRONDA</b> Administrative Assistant III
	<b>MARY ANN AGAMATA</b> Administrative Officer II
	<b>JENILYN T. RODA</b> Administrative Officer II
<b>HRMPSB and Appointing Authority's Legal Adviser:</b>	
	<b>ATTY. JULIUS CAESAR DOMINGO, CPA</b> Attorney III

## 2. TERM OF DUTIES:

### A. Human Resource Merit, Promotion and Selection Board (HRMPSB)

The HRMPSB shall be guided by Item No. 84 of DepEd Order 019, s.2022 which reads:

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 qualification of all applicants in accordance with this policy, the provisions of 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;



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- g. Maintain fairness and impartiality in the assessment of applicants;
- h. Respond to the 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.

**B. ALTERNATE**

Serve as an alternate assessor in the absence of an HRMPSB member, and shall perform in accordance to the aforementioned duties and responsibilities of a regular member.

**C. SECRETARIAT**

The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/ Deliberations and document the highlights of the Open Ranking. Appeals pertaining to the individual results and/or refusal of the applicant to affix their signature on the IES shall be addressed by the HRMPSB accordingly and shall be reflected in the documentation. In the event that an applicant fails or refuses to sign the IES, the official Minutes of Meeting shall suffice to establish the integrity of the assessment process.

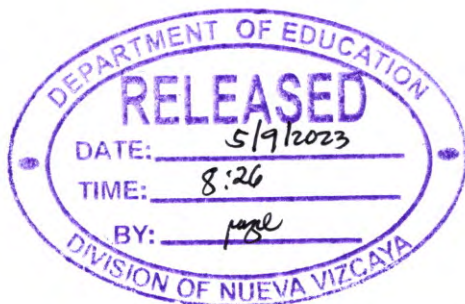
**D. LEGAL ADVISER**

The legal Adviser shall sit with the HRMPSB as observer during assessment and shall serve as Legal Adviser of the HRMPSB and the Head of Agency/Appointing Authority and provide necessary assistance by:

- a. Evaluating received complaints;
- b. Provide legal opinion, interpretation and/or advice on laws, rules and regulations, and policies concerning the assessment;
- c. Provide resolution, formal charges, decision, comment for cases on appeal.

3. For information, guidance and strict compliance.

**ORLANDO B. MANUEL PhD, CESO V**  
 Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Asst. Regional Director



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