



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

JAN 31 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024-0022

To : **BASILIO P. MANA-AY, JR., CESO VI, Assistant Schools Division Superintendent**
AILENE B. AÑONUEVO, Ph.D – SGOD Chief
RAUL E. GACUS, Administrative Officer V for Personnel
NEO CARLO R. MAGNO, Administrative Officer IV - HRMO
ANA LIZA M. MENDOZA, SEPS for SocMob - NEU President
MANUEL M. ESPERANZA, Principal III - PASSHA President
JOHANNA P. LINTERNA, Principal II - PESPA President
CHINDY F. BITOY, Master Teacher I - NOPTI President
CARMINA D. RETES, Administrative Officer II
JULIE ANN H. BACALSO, Administrative Aide VI
KEREN T. LUMA, Education Program Supervisor
NORPINANG N. PAGAGAO, Administrative Officer IV
KATHRYN GAE D. JAYOMA, Administrative Officer IV
EDGEENE G. PALCES, Administrative Officer II
MELCHOR F. LANUGAN, JR., Master Teacher II
JULIUS I. SUELTO, Principal III
MYRNA E. PURIFICACION, Principal II
All Division Teaching and Non-Teaching Personnel

Subject: **RECONSTITUTION OF THE HUMAN RESOURCE MERIT AND PROMOTION SELECTION BOARD (HRMPSB) PURSUANT TO DEPED ORDER NO. 019, S. 2022 RE: THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN (MSP)**

Date : January 22, 2024

1. Pursuant to DepEd Order No. 019, s. 2022 re: The Department of Education Merit Selection Plan (MSP), the Division Human Resource Merit and Promotion Selection Board (HRMPSB) for First and Second levels, including Second level Executive/Managerial Positions is hereby reconstituted as follows, effective immediately.



Schools Division Office of Panabo City
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
Tel. Nos. (084)823 1469, (084) 628 4066
Email: panabocity.division@deped.gov.ph

Chairperson: BASILIO P. MANA-AY, JR., CESO VI, ASDS
Members: AILENE B. AÑONUEVO, SGOD Chief
RAUL E. GACUS, Admin. Officer V for Admin. Services
NEO CARLO R. MAGNO, Admin. Officer IV-HRMO
Secretariat: CARMINA D. RETES, Admin. Officer II
JULIE ANN H. BACALSO, Admin. Aide VI

Additional Members for vacancy in the Non-Teaching Personnel - First and Second levels, including Second level Executive/ Managerial Positions:

ANA LIZA M. MENDOZA, SEPS - NEU President
SCHOOL HEAD or CHIEF OF DIVISION where the vacancy exists

Additional Members for vacancy in the Teaching Personnel:

CHINDY F. BITOY, MT I - NOPTI President
SCHOOL HEAD where the vacancy exists

Additional Members for vacancy in School Head/Principal Positions:

For the Elementary Level: JOHANNA P. LINTERNA, Principal II - PESPA President
For the Secondary Level: MANUEL M. ESPERANZA, Principal III – PASSHA President


ALTERNATE MEMBERS –

For the SGOD Chief: KEREN T. LUMA, EPS
For the AO V: NORPINANG N. PAGAGAO, Admin. Officer IV
For the AO IV-HRMO: KATHRYN GAE D. JAYOMA, Admin. Officer IV
For the NEU: EDGENE G. PALCES, Admin. Officer II
For the NOPTI: MELCHOR F. LANUGAN, JR., MT II
For the PESPA: JULIUS I. SUELTO, Principal III
For the PASSHA: MYRNA E. PURIFICACION, Principal II

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 subcommittee/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. Also, please be reminded that this Division Office adheres to the Equal Opportunity Principle (EEOP) espoused by the Civil Service Commission (CSC) and ensures that there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status disability, religion, ethnicity, or political affiliation.
 4. Finally, a copy of this Memorandum shall be posted in the Division Office bulletin board, and utilization of other platforms for its immediate and widest dissemination is enjoined.
 5. For your guidance and compliance.


JINKY B. FIRMAN, Ph.D, CESO VI
OIC-Schools Division Superintendent

Enclosed: as stated
OSDS/sds/ncm

RELEASED

FEB 02 2024

RECORDS SECTION DEPED PANABO CITY
BY _____

