



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

08 February 2024

OFFICE ORDER
No. 73, s. 2024

RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All Unit/Section Heads
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022, and in view of the recent personnel movement in the Schools Division Office, the following are hereby reconstituted as Human Resource Merit and Promotion Selection Board:

CHAIRMAN: **JUN-NILOU D. DULFO, PhD**
Assistant Schools Division Superintendent
MEMBERS:

- a. **SCHOOL HEAD/CHIEF or the duly authorized representative of the Office where the vacancy exists:**
- CID: **DR. RENATO S. CAGOMOC**
Chief Education Supervisor
 - OSDS: **ATTY. MARIA CATHERINE G. SALURIO-BARANDINO**
Attorney III
 - SCHOOL HEAD (Elementary): **MR. DIOLERIANO CACAIT, JR.**
 - SCHOOL HEAD (Secondary): **MR. MILANER R. OYO-A**
 - Teachers (Elementary): **MR. JAIME MILLAMIS**
 - Teachers (Secondary): **MR. GENE DOMINIC L. GUTIEREZ**
- b. **DR. AVELINA S. TUPA**
OIC-Chief Education Supervisor
- c. **GRACE S. PAGUNSAN**
Administrative Officer V (Administrative Services)
- d. **JENNIFER M. CAMPILLO**
Administrative Officer II/HRMO-Designate
- e. i. Representative of accredited employees' association belonging to the second level employees:
MS. SUNSHINE MARJORIE VENTURES
AOV (Budget Officer)/NEU President
- ii. Representative of accredited employees' association belonging to the second level employees:

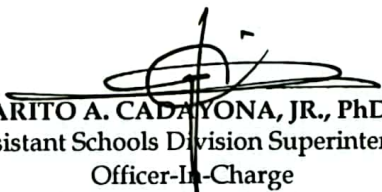


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MS. IVY M. LENTAJAS
ADAS III/NEU Treasurer

2. As members of the special HRMPSB, you are expected to assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance to their roles to include but not limited to:
 - 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. Evaluate and deliberate the qualifications of all applicants in accordance with the DepEd Merit and Selection Policy (MSP) and other relevant hiring guidelines;
 - c. 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;
 - d. Respond to queries and/or complaints to the comparative assessment result/shortlist of candidates;
 - e. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - f. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
 - g. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top ranking (5) ranking candidates or less, and Minutes of Deliberation;
 - h. Maintain fairness and impartiality in the assessment of applicants;
 - i. Respond to queries and/or complaints pertaining to the comparative assessment results;
 - j. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies, through proper channels, on the recruitment, selection, and placement policies; and
 - k. 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 remuneration and shall be effective immediately until otherwise revoked/cancelled.
4. Please be guided accordingly.


MARGARITO A. CADAYONA, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

MCGS/OO-Reconstitution of HRMPSB
OSDS-002/February 8, 2024



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