



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

22 Sep 2020

DIVISION MEMORANDUM  
No. 198, s. 2020

**RECONSTITUTION OF HUMAN RESOURCE MERIT AND PROMOTION  
SELECTION BOARD (HRMPSB)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that effective October 1, 2020, the composition of the Human Resource Merit and Promotion Selection Board (HRMPSB) of this Division shall be as follows:

<b>Role</b>	<b>Name of Employee</b>
Chairperson	Alicia E. Anghay
Regular Members	Rolly B. Labis
	Jeffrey M. Martinez
	Anna Mae M. Atillo
	Representative of Employees A. School Heads- Lina C. Bejiga B. Teachers- Pureza B. Oco C. Non-Teaching Level 1- Sheila Mae B. Acero D. Non-Teaching Level 2- Alan T. Saculingan
Alternate Members	Ninian A. Alcasid
	Karen Rose A. Serrania
Secretariat	Randy Rhys U. Capistrano

2. HRMPSB is expected to assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency. Designated employees are expected to perform the following in addition to the duties and responsibilities of their current position.
  - i. Evaluate and deliberate the qualification of those listed in the selection line up, *en banc*
  - ii. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position

OSDS/AMA



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- iii. Conduct further assessment such as: written examination, skills tests, interview and others of qualified applicants
  - iv. 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 cited in the appropriate guidelines
3. If a regular member won't be available in the schedule set for deliberation, due to valid circumstances (e.g. on sick leave or other analogous cases), he/she must inform the HRMPSB Secretariat the earliest possible time. An alternate member shall then sit as member of the HRMPSB in behalf of the regular member. In case *en banc* is still not possible, the deliberation shall be postponed. To avoid delays in the recruitment, designated employees are reminded to give priority in their tasks as members of the HRMPSB.
4. All members are expected to always observe the Equal Employment Opportunity Principle (EEO). Hence, there must be no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.
5. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

COMMITTEES      HIRING      RECRUITMENT

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