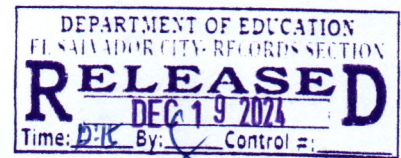




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



18 Dec 2024

DIVISION MEMORANDUM
No. 523, s. 2024

**REVIEW, UPDATING, AND STREAMLINING OF INTERNAL
RECRUITMENT PROCEDURES AND GUIDELINES FOR CY 2025 AND
ONWARDS FOR THE DIVISION OF EL SALVADOR CITY**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
HRMPSB Members
All Others Concerned
This Division

1. In line with the ongoing efforts to enhance and streamline the recruitment processes, and to ensure the efficiency, transparency, and fairness of the Human Resource Merit Promotion and Selection Board (HRMPSB) in the upcoming calendar years, we are undertaking a review and update of the recruitment procedures and guidelines for CY 2025 and beyond. All members of the HRMPSB for all levels are invited participate on **January 8, 2024** at the **Division Conference Room, Diamond building** at **9:00 AM to 4:30 PM**. List of Expected participants are enclosed herewith.
2. This initiative aims to address any existing gaps, adopt best practices, and align the procedures with the evolving needs of the Division. It is imperative that we ensure the recruitment system remains fair, transparent, and competitive while being responsive to the needs of the agency.
3. If invited participant is not available on the said date, due to valid circumstances (e.g. on sick leave or other analogous cases), he/she must inform the HRMPSB Secretariat at the earliest possible time
4. This Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with

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no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

Guidelines Meeting

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Attachment No. 1 to Division Memorandum No. _____, s. 2024

LIST OF PARTICIPANTS

NAME	POSITION/ DESIGNATION
1. Randolph B. Tortola	SDS, Appointing Authority
2. Conniebel C. Nistal	ASDS, Chairperson
3. Rolly B. Labis	SGOD Chief, Co-Chair
4. Ninian A. Alcasid	Chief CID, Member
5. Jeffrey M. Martinez	Admin Officer V, Member
6. Felanie Marie A. Lim	HRMO II, Member
7. Alan T. Saculingan	Supply Officer, Level 2 Representative
8. Sheila Mae B. Acero	ADAS3, Level 1 Representative
9. Helen S. Palasan	Principal III, PESPA President
10. Rhea C. Batutay	Master Teacher I, EDTEA Rep (Elem)
11. Marivic S. Torres	Principal I, NAPSSHI President
12. Jessica C. Micabalo	Master Teacher I, EDTEA Rep (Sec)
13. Marie Jade A. Cacayan	EPSvr, Member for SHS Vacancies
14. Roque R. Sabasaje	EPSvr, Member for SHS Vacancies
15. Ma. Lou Lea C. Nob	Principal II, Alternate for PESPA
16. Mark Anthony G. Arrieta	Teacher III, Alternate for NAPSSHI
17. Randy Rhys U. Capistrano	ADAS 3, Secretariat
18. Ricca Stephanie E. Oco	ADAS 3, Secretariat

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Attachment No. 2 to Division Memorandum No. _____, s. 2024

Agenda: Review, Update, and Streamline Internal Recruitment Procedures and Guidelines for CY 2025 and Onwards

Division of El Salvador City

Date: January 8, 2025

Time: 9:30 AM – 4:30 PM

Venue: Diamond Building Conference Room

1. Review of Current Recruitment Procedures and Guidelines (CY 2024)

- Purpose and importance of reviewing/updating recruitment procedures
- Presentation of the current recruitment procedures
- Feedback from previous recruitment cycles (challenges, successes)
- Identification of key areas for improvement

2. Updates/Streamlining/Suggestions Recruitment Policies for CY 2025 and Beyond

- Simplification of application submission (online vs. paper-based)
- Timeline adjustments: shortening or aligning deadlines for quicker processing
- Enhancements in screening and evaluation procedures
- Open floor discussion for suggestions on recruitment process improvements
- Proposals for revisions to the guidelines
- Recommendations for better communication with stakeholders (e.g., job applicants, other departments)

3. Closing Remarks

- Recap of decisions and next steps
- Final thoughts and questions from Board members
- Adjournment

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