



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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22 Aug 2024

**DIVISION MEMORANDUM**

No. **170** , s. 2024

RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD AND ITS SUBCOMMITTEES

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary School Heads

1. Pursuant to DepEd Order (DO) No. 19, s. 2022 (The Department of Education Merit Selection Plan), DO 7, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education), and Civil Service Commission Memorandum Circular No. 14, s. 2017 (Omnibus Rules on Appointments and Other Human Resource Actions), this Office hereby reconstitutes the Division Human Resource Merit Promotion and Selection Board (HRMPSB) and its Subcommittees for the recruitment and selection of applicants for school administration, teaching, related teaching, and non-teaching positions, as follows:

**a. Division HRMPSB**

Chairperson: Atty. Nelyn B. Frinal, CESO VI  
Assistant Schools Division Superintendent

Members: Ma. Shirley M. Cardinal  
Chief Education Supervisor, SGOD

(Alternate)  
Education Program Supervisor, SGOD

German P. Piamonte  
School Principal IV/DAPSSHI President

Romeo L. Martin  
Senior Education Program Specialist/NEU President

Irma May G. Dinasas  
Administrative Officer V

Joanne Gay C. Alquiza  
Administrative Officer IV



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Roel D. Balbareno  
Administrative Officer IV

Janiz F. Miano (Alternate)  
Administrative Officer II

School Head or Chief of Functional Division  
where the vacancy exists

Secretariat: Marrienne R. Jopia  
Administrative Assistant II

Ruel R. Sagolili  
Administrative Aide VI

**b. Division Subcommittee for School Administration Positions**

Chairperson: German P. Piamonte  
School Principal IV

Members: Education Program Supervisor, SGOD

Argelio D. Arago  
Public Schools District Supervisor

Fredgie P. Pasco  
Public Schools District Supervisor

Felix A. Bareñan Jr.  
Public Schools District Supervisor

Johnny S. Bantulo  
Public Schools District Supervisor

**c. Division Subcommittee for Master Teacher Positions**

Chairperson: Donna S. Panes  
Chief Education Supervisor, CID

Members for  
Alabel and  
Malungon:

John Jerson P. Constantino  
Education Program Supervisor

Mario S. Donio  
Education Program Supervisor



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Edmund D. Gulam  
Education Program Supervisor

Members for  
Malapatan  
and Glan:

Reynaldo C. Tagala  
Education Program Supervisor

Analiza A. Domingo  
Education Program Supervisor

Judith B. Alba  
Education Program Supervisor

Members for  
Maasim, Kiamba,  
and Maitum:

Aurelio C. Cagang  
Education Program Supervisor

Edward Ryan F. Gulam  
Education Program Supervisor

Melchor P. Maguan  
Education Program Supervisor

**d. Division Subcommittee for Related Teaching Positions**

Chairperson: Donna S. Panes (CID positions)  
Chief Education Supervisor, CID

Ma. Shirley M. Cardinal (SGOD positions)  
Chief Education Supervisor, SGOD

Members: Glenda L. Elem  
Education Program Supervisor

Reynaldo C. Tagala  
Education Program Supervisor

Madina P. Loguioman  
Education Program Specialist II

Ismael R. Villaluz  
Education Program Specialist II



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**e. Division Subcommittee for Non-Teaching Positions**

- Chairperson: Irma May G. Dinasas  
Administrative Officer V
- Members: Kathy Glade M. Corilla  
Administrative Officer II
- Donnabel J. Cordero  
Administrative Officer II
- Rangelyn L. Samoya  
Administrative Officer II
- Shella Mae A. Cellona  
Administrative Assistant III
- Ruel R. Sagolili  
Administrative Aide VI

**f. Division Subcommittee for Other Teaching Positions (Teachers II-III and Special Education Teachers I-III)**

- Chairperson: School Head
- Members: Master Teacher
- Department Head/Grade Level Coordinator
- President Teaching Association
- School/Cluster Administrative Officer II

2. The Division HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles, including but not limited to the following:

- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, and copy furnished to 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.



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- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions.
- e. Develop and conduct further assessments such as written examinations, skills tests, 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. Responsible for crafting contextualized guidelines aligned with the equal opportunity policy, processes, and procedures to ensure that all qualified men and women including persons with disability and indigenous people shall be provided equal opportunity for employment and such other guidelines applying the equal opportunity principles.
- j. Act on queries and clarifications raised by the Division Subcommittees, if any.
- k. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
- l. Perform other related functions as may be assigned.

3. The Division Subcommittees for School Administration, Master Teacher, Related Teaching, other teaching positions, and non-teaching positions shall have the following duties and responsibilities:

- a. Pre-valuate and deliberate the qualifications of all applicants based on the approved Agency MSP and specific hiring guidelines.
- b. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions.
- c. Conduct further assessments such as written examinations, skills tests, BEI, and others, as deemed necessary.
- d. Submit to the HRMPSB the initial CAR/CAR-RQA and Minutes of Deliberation.
- e. Maintain fairness and impartiality in the assessment of applicants.
- f. Initially respond to queries and/or complaints pertaining to the comparative assessment results; and
- g. Perform other related functions as may be assigned.

4. For efficiency and certainty of the achievements of their tasks, the committee and its subcommittees are expected to still function even in the absence of their chairperson and/or co-chair. In which case, the remaining members of the committee can elect among themselves the temporary chair. Hence, in the absence of the chairperson, the co-chair can convene the committee and act on appropriate matters.

5. This Memorandum shall take effect immediately. All other issuances inconsistent herewith are deemed rescinded, repealed, and/or amended accordingly.



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6. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.
7. Widest dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

**COMMITTEES**

RDB/OSDS-PU/DM – reconstitution of the division human resource merit promotion  
and selection board and its subcommittees  
0905/22 August 2024