



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 782, s. 2023

2 OCT 2023

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

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel
All others concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2018 entitled 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018, the Human Resource Merit Promotion and Selection Board (HRMPSB) of Schools Division Office of Negros Oriental is hereby reconstituted as follows:

Chairperson: **DR. NILITA L. RAGAY**
Chief Education Supervisor - CID
OIC-Assistant Schools Division Superintendent

Co-Chairperson: **DR. JOELYZA M. ARCILLA**
OIC-Assistant Schools Division Superintendent

DR. MARCELO K. PALISPIS
OIC-Assistant Schools Division Superintendent

Members: **DR. RACHEL B. PICARDAL**
Chief Education Supervisor – SGOD

DR. CARMELITA A. ALCALA
Education Program Supervisor



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Deped Tayo SDS Negros Oriental



depednegor.net

MRS. LANI B. YURONG
Administrative Officer V

MS. JIAN A. DIAZ
Administrative Officer IV (HRMO)

DR. ALAN A. AGOR
Public Schools District Supervisor
President, PSDS Association
(for 2nd level positions)

MS. MARICHYLE P. LAJATO
Guidance Counselor I
President, DepED NEU
(for 1st level positions)

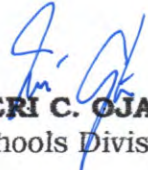
Head/Authorized CS Representative of the Unit
where the vacancy exists

Secretariat: MS. GEMMALYN B. VILLAREJO, AO II
MR. JASON A. FERMIZA, AO II
MS. JENNILENE G. CADIENTE, AO II
MS. MARY ANN L. BALAMBAO, ADA I

2. The Division's Human Resource Merit Promotion and Selection Board shall have the following functions:
- a. Perform functions and responsibilities constituted by the Civil Service Commission;
 - b. Perform additional functions such as to formulate customized screening criteria, guidelines and/or tools;
 - c. Craft additional internal policies for recruitment, selection and placement;
 - d. Track efficiency of the Division's processes in terms of recruitment, selection and placement;
 - e. Make sure that the Division has a maintained records related to recruitment such as the minutes of the HRMPSB meetings, selection criteria and assessment data, and an updated qualification standards and job descriptions for each vacant position in the Division;
 - f. Maintain a recruitment plan and staffing plan that support or apply national policies on gender and development for a more effective and more efficient recruitment process;
 - g. Make sure that all employees are properly oriented and have clearly understood their performance expectations ;
 - h. Apply national policies on gender and development in the recruitment process;
 - i. In adherence to the Equal Employment Opportunity Principle (EEOP), the HRMPSB and the school screening committees must not discriminate an applicant regardless of his gender, disability, ethnicity, etc. Hence all application folders must be accepted and screened fairly;
 - j. Perform other related functions as may be assigned.

3. The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-in-file representatives shall serve for a period of two (2) years.

4. For information and guidance. This also serves as the DESIGNATION ORDER and shall take effect immediately.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

10/23/23

NCO/MKP-JMA-NOR/AdS/LBY/jcadiente
October 19, 2023

