



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

RELEASED
 OCT 04 2022
 DEPED-ABRA TIME 9:10

September 29, 2022

DIVISION MEMORANDUM
 No. 267 s. 2022

**RECONSTITUTING THE COMPOSITION OF THE
 HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

**To: Assistant Schools Division Superintendent
 Human Resource Merit Promotion and Selection Board Members
 Secondary School Heads
 Elementary School Heads
 All Others Concerned**

1. Pursuant to DepEd Order No. 19, s. 2022, entitled THE DEPARTMENT OF EDUCATION MERIT SELECTION PLAN dated April 22, 2022, the Human Resource Merit Promotion and Selection Board is hereby reconstituted effective January 1, 2023 as follows:

FIRST LEVEL POSITIONS	
Chairperson:	a. SAMUEL T. EGSAEN JR. Assistant Schools Division Superintendent
Members:	b. SGOD Chief c. School Head or Chief of Division where the vacancy exists d. JANET B. PASCUA -Administrative Officer V-Administrative Services Unit e. GEMMA B. CABUTAJE - Administrative Officer IV (HRMO) f. SALVADOR FRANCISCO B. BRINGAS - Administrative Assistant III
Alternate Members:	RONILO P. GARCIA - Education Program Supervisor ELMER V. BATONDO - Administrative Officer V - Finance LOURDES S. CENTENO - Administrative Officer IV - Cash JAM RALLY B. BALLESTA - Administrative Assistant III
Secretariat:	FLORGALE B. PANELO - Administrative Officer III SHELYN GRACE B. BALDERAMA - Administrative Officer II
SECOND LEVEL POSITIONS	
Chairperson:	a. SAMUEL T. EGSAEN JR. Assistant Schools Division Superintendent
Members:	b. SGOD Chief c. School Head or Chief of Division where the vacancy exists d. JANET B. PASCUA -Administrative Officer V-Administrative Services Unit



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

- e. **GEMMA B. CABUTAJE** - Administrative Officer IV (HRMO)
- f. **NAPPSHI President for Secondary School Head Position**
PESPA President for Elementary School Head Position
Representative from APSTCO/NEU for teaching and non-teaching

Alternate Members:

- RONILO P. GARCIA** - Education Program Supervisor
- ELMER V. BATONDO** - Administrative Officer V - Finance
- LOURDES S. CENTENO** - Administrative Officer IV - Cash
- JAM RALLY B. BALLESTA** - Administrative Assistant III

Secretariat:

- FLORGALE B. PANELO** - Administrative Officer III
- SHELYN GRACE B. BALDERAMA** - Administrative Officer II

Alternate:

- REA C. BARGAS** - Administrative Aide VI
- RACQUEL B. ALDACA** - Administrative Aide IV

2. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:
 - 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. 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;
 - d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
 - e. Develop and conduct further assessment such as written examination, skills test, 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. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection and placement policies; and
 - j. Perform other related functions as may be assigned.
3. Please be guided accordingly.


BENILDA M. DAYTACA, EdD, CESO V
Schools Division Superintendent

Reference: Deped Order No. 19, s 2022
JBPascua-OSDS-Admin



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com



"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."