



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

OCT 07 2020

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August 27, 2020

DIVISION MEMORANDUM  
 No. 206, s. 2020

**RECONSTITUTING THE COMPOSITION OF THE  
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
 (HRMPSB) OF SDO-ABRA AND THEIR ROLES AND FUNCTIONS**

**To:** All Promotional and Administrative Staff  
 Schools Division Office Personnel  
 Public Schools District Supervisors  
 School Heads of both Elementary and Secondary

- Pursuant to the DepEd Order No. 66, s. 2007, the Division Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted as follows effective immediately:

<b>CHAIRPERSON:</b>	
<b>SORAYA T. FACULO, Ph.D.</b> Assistant Schools Division Supt.	
<b>MEMBERS:</b>	
<b>LEMUEL B. DICKSON</b> Chief Education Supervisor, SGOD	<b>GEMMA B. CABUTAJE</b> Administrative Officer IV/ HRMO-II
<b>JANET B. PASCUA</b> Administrative Officer V	<b>PILITA C. APOLINAR</b> P1, APSTA Representative
<b>PROVISIONAL MEMBERS:</b>	<b>ALTERNATE MEMBERS:</b>
<b>HEDWIG M. BELMES</b> Chief Education Supervisor, CID	<b>BHENJO P. AGALOOS</b> Education Program Supervisor I
<b>RONILO P. GARCIA</b> Education Program Supervisor I	<b>CELIA S. BOLANTE</b> Accountant III
<b>MELDIE M. DAMIAN</b> Planning Officer III/ 2 <sup>nd</sup> Level Representative	<b>LORNA T. LLANEZA</b> SEPS
<b>SALVADOR FRANCISCO BRINGAS</b> Administrative Assistant II/ 1 <sup>st</sup> Level Representative	<b>HAZEL B. BAROÑA</b> Administrative Assistant III
<b>SECRETARIAT:</b>	
<b>QUISHELLE G. DAKIWAS</b> <b>CARLOS B. BARGAS JR.</b> <b>RIZANNE C. COLLADO</b>	<b>MAYFLOR T. SANCHEZ</b> <b>GARNET MAYOR P. TON</b>





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2. The HRMPSB is task to perform the following roles and function:
- a) The HRMPSB shall serve as the recommending body for appointment.
  - b) The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment regardless of Gender, Civil Status, Religion, Disability, ethnicity or political affiliations in the agency in accordance with the approved Agency MSP
  - c) Members of the HRMPSB: Shall not act as HRMPSB Secretariat.
  - d) HRMO Office/Unit shall perform Secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions.
  - e) Agency Head shall designate an employee from other units to act as Secretariat. Assess the Merits of the HRMPSB recommendation for appointment. Select from among the top five ranking applicants deemed most qualified for appointment. May appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of the qualifications/competence evidenced by the comparative ranking.
  - f) The highest official in-charge of the human resource management may not be the Human Resource Management Officer (HRMO) but maybe officially directly supervising the human resource management agency.
  - g) In case there is no accredited employee association in the agency, the representative shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.
  - h) The First level or representative or alternate shall participate during the screening of candidates for vacancies for the first level; the second level or representative or alternate shall participate during the screening of candidates for vacancies for the second level. Both rank and file shall serve for a period of two (2) years.
  - i) The agency head shall issue an office order identifying the principal members of the HRMPSB and their designated alternates.

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- j) The agency head shall, as far as practicable ensure equal opportunity for men and women to be presented in the HRMPSB for all levels of position.
  - k) The membership of the HRMPSB can be modified provided it conforms to be prescribed composition. Agencies may add a reasonable number of members but the prescribed composition may not be reduced.
  - l) The HRMPSB members must be duly designate and their names posted in the agency bulletin board. Any change in the composition must be reported to the CSC Regional or Field Office concerned.
  - m) The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.
  - n) The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
  - o) The HRMPSB shall maintain fairness and impartially in the assessment of candidates for appointment.
  - p) The HRMPSB may employ the assistance of external or independent resource person and may initiate innovative schemes in determining the best and qualified candidate.
  - q) The deliberation by the HRMPSB in the NGAs, GOCCs with original charters and SUCs shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.
3. For information and guidance of all concerned.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

ABC/DM- Reconstituting the composition of the Division Resource Merit Promotion and Selection Board (HRMPSB) of SDO-Abra and their Rules and Functions

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