



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

RELEASED
 13 FEB 2024
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February 12, 2024

DIVISION MEMORANDUM
 No. 070 s. 2024

**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 February 1, 2024 as follows:

FIRST LEVEL POSITIONS	
Chairperson:	a. Assistant Schools Division Superintendent CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Members:	b. SGOD Chief Education Supervisor - RONALD T. MARQUEZ, PhD c. School Head or Chief of Division where the vacancy exists d. Administrative Officer V- JANET B. PASCUA e. Administrative Officer IV (HRMO)- GEMMA B. CABUTAJE f. NEU Representative for Non-teaching First Level- PACITA T. MOLINA
Secretariat:	FLORGALE B. PANELO - Administrative Officer III SHELYN GRACE B. BALDERAMA - Administrative Officer II MAPET ROSE C. BARGAS - Administrative Officer II (SHS) BERNA B. CADDARAO - Administrative Assistant III REA C. BARGAS - Administrative Assistant III RACQUEL B. ALDACA - Administrative Aide IV

SECOND LEVEL POSITIONS	
Chairperson:	a. Assistant Schools Division Superintendent CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Members:	b. SGOD Chief Education Supervisor - RONALD T. MARQUEZ c. School Head or Chief of Division where the vacancy exists d. Administrative Officer V- JANET B. PASCUA e. Administrative Officer IV (HRMO) - GEMMA B. CABUTAJE f. NAPPSHI President for Secondary School Head Position- MA. TERESA E. CABCABAN



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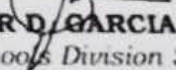
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PESPA President for Elementary School Head Position-
ESTEBAN LOPE N. TAMAYO
NEU Representative for Non-teaching Second Level Position-
LORNA B. LLANEZA, EdD

Secretariat:

FLORGALE B. PANELO - Administrative Officer III
SHELYN GRACE B. BALDERAMA - Administrative Officer II
MAPET ROSE C. BARGAS - Administrative Officer II (SHS)
BERNA B. CADDARAO - Administrative Assistant III
REA C. BARGAS - Administrative Assistant III
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.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent

Handwritten initials: N P



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