



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



January 14, 2025

DIVISION MEMORANDUM
No. 039 s. 2025

**COMPOSITION OF THE SPECIAL HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) – (TEACHING POSITION)
PER DEPED ORDER NO. 20 s. 2024**

TO: Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board Members
CID Chief
Public Schools District Supervisors
Secondary School Heads
Elementary School Heads
All Others Concerned

Pursuant to DepEd Order No. 20, s. 2024, entitled Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions dated December 20, 2024, the following Special Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby constituted effective immediately:

CHAIRPERSON:

- a. **CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**
Assistant Schools Division Superintendent

Members:

- b. **HEDWIG M. BELMES** – Chief of the Curriculum Implementation Division
c. **School Head where the vacancy exists**
d. **JANET B. PASCUA** - Administrative Officer V for the Administrative Services Section
e. **GEMMA B. CABUTAJE** - Administrative Officer IV (HRMO).
f. **Representative of accredited employees/association belonging to the teaching group**

Secretariat:

- a. **Florgale B. Panelo** – Administrative Officer III
b. **Mapet Rose C. Bargas** – Administrative Officer II (SHS)
c. **Berna B. Caddarao** – Administrative Assistant III
d. **Rica Mae P. Bites** – Human Resource Management Assistant I (Contractual)

Duties:

- a. Convene the applicants in a group to witness the paper evaluation;
b. Evaluate and compute the points in Education, Training (in hours), Experience (in years), and Performance Rating of applicants using the rubrics provided in this Order;
c. Assess, deliberate, and rate the applicants' competencies on the Classroom Observable Strands/Indicators through the conduct of classroom observation following the rubrics and protocols provided in this order;



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- d. Assess the applicants' competencies on the Non-Classroom Observable Strands/Indicators through the assessment of portfolio annotations and BEI in accordance with the rubrics and protocols provided in this order.
- e. Conduct other appropriate evaluative assessments, as may be necessary, such as but not limited to Written Examinations (WE) and skills or Work Sample Test (s/WST) to assess the potential, characteristics or traits and fitness (i.e. Job Fit, Location Fit and Organizational Fit);
- f. Adopt the use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, classroom observation/demonstration teaching, administration of the tests and examinations, BEI, meetings and deliberations, among others, as may be necessary;
- g. Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicant affixes their signature to signify their knowledge of and conformity to the process undertaken and the points given to them;
- h. Prepare and submit a duly signed results of the comparative assessment to the appointing authority/officer within 7 calendar days after all the applicants have been assessed.

Municipal District Committees:

- e. **Public Schools District Supervisor**
- f. **School Head of the school where vacancy exists**
- g. **(1) Master Teacher I**

Secretariat:

- h. **(1) School Administrative Officer**
- i. **(1) Administrative Assistant**

Duties:

- a. To assist the HRMO in the conduct of initial evaluation.
- b. Serve as assistorial body.

A majority of the HRMPSB shall constitute a quorum, provided that the Chairperson is present.

For information and guidance of all concerned.


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