



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

January 02, 2025

DIVISION MEMORANDUM  
 No. 003, s. 2025

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

TO : Assistant Schools Division Superintendents  
 SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- Pursuant to CSC MC. No. 14, s. 2018 which is the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA ORHA) and DepEd Order No. 19, s. 2022 also known as The Department of Education Merit Selection Plan, the following personnel are hereby designated to compose the Human Resource Merit Promotion and Selection Board (HRMPSB) of this Division.
- The two (2) Assistant Schools Division Superintendents of this SDO are hereby designated as the Chairman of the Human Resource Merit Promotion and Selection Board (HRMPSB) in filling-up of vacant item to the following jurisdiction to wit:

<b>ASDS CECILA E. VALDERAMA</b>	<b>ASDS LEANDRO C. CANLAS</b>
SDO Proper <ul style="list-style-type: none"> <li>• SGOD</li> <li>• Administrative Services Office</li> <li>• Legal Services Unit</li> <li>• Information and Communications Technology Unit</li> <li>• Personnel Section</li> <li>• Records Section</li> </ul> Elementary Schools <ul style="list-style-type: none"> <li>• South Sector</li> <li>• West Sector</li> </ul> Secondary Schools <ul style="list-style-type: none"> <li>• Cluster II (Sta Rita, Guagua, Sasmuan)</li> <li>• Cluster III</li> <li>• Cluster VI</li> <li>• Cluster VII</li> </ul> 1st Level Non-Teaching positions	SDO Proper <ul style="list-style-type: none"> <li>• CID</li> <li>• Budget Office</li> <li>• Accounting Unit</li> <li>• Cash Section</li> <li>• Property and Supply Section</li> </ul> Elementary Schools <ul style="list-style-type: none"> <li>• North Sector</li> <li>• East Sector</li> </ul> Secondary Schools <ul style="list-style-type: none"> <li>• Cluster I</li> <li>• Cluster II (Porac)</li> <li>• Cluster IV</li> <li>• Cluster V</li> </ul> 2nd Level Non-Teaching positions



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A. Composition of Human Resource Merit Promotion and Selection Board

Chairperson	Leandro C. Canlas, PhD, CESE	Assistant Schools Division Superintendent
Members	Arceli S. Lopez	Chief, SGOD
	JB B. Manalang	Administrative Officer V (Administrative Services)
	Dexter E. Pangilinan	Administrative Officer IV (Personnel Section)
	Lolita L. Molano	Public Schools District Supervisor, President (NEU, PADDS, PSDSA)
	School Head or Chief of Division where the vacancy exists	
Secretariat	Eisel Marisse M. Cuervo	Administrative Aide VI
	Geo E. Manalang	Administrative Assistant II
	Jenet M. Pineda	Administrative Aide I

B. Composition of Human Resource Merit Promotion and Selection Board

Chairperson	Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
Members	Arceli S. Lopez	Chief, SGOD
	JB B. Manalang	Administrative Officer V (Administrative Services)
	Dexter E. Pangilinan	Administrative Officer IV (Personnel Section)
	Lolita L. Molano	Public Schools District Supervisor (President, NEU)
	School Head or Chief of Division where the vacancy exists	
Secretariats	Christelle Kate T. Mallari	Administrative Officer II
	Geo E. Manalang	Administrative Assistant II
	Jona Africa R. Alfonso	Administrative Aide I

3. 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:




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- a. Develop the selection, recruitment and placement 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.
4. The secretariat shall provide and maintain the minutes of proceedings of the selection and deliberation process.
5. Immediate dissemination of this Memorandum is desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent

