

Republic of the Philippines

Department of Education

Region III
SCHOOLS DIVISION OF PAMPANGA

February 27, 2025

DIVISION MEMORANDUM No. <u>/59</u>, s. 2025

COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR HIGHER TEACHING POSITIONS

TO

Assistant Schools Division Superintendents

SGOD and CID Chiefs

Public Elementary and Secondary School Heads

All Others Concerned

- 1. Pursuant to DepEd Order No. 19, s. 2022 also known as The Department of Education Merit Selection Plan and DepEd Order No. 20, s. 2024 Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions, the following personnel are hereby designated to compose the Human Resource Merit Promotion and Selection Board (HRMPSB) of this Division.
- 2. 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:

ASDS CECILA E. VALDERAMA	ASDS LEANDRO C. CANLAS
Elementary Schools	Elementary Schools
 South Sector 	North Sector
West Sector	East Sector
Secondary Schools	Secondary Schools
 Cluster II (Sta Rita, Guagua, Sasmuan) 	Cluster I
Cluster III	Cluster II (Porac)
 Cluster VI 	Cluster IV
Cluster VII	Cluster V

A. Composition of Human Resource Merit Promotion and Selection Board for Higher Teaching Positions:

Chairperson	Leandro C. Canlas, PhD, CESE	Assistant Schools
		Division Superintendent
Members	Celia R. Lacanlale	Chief, CID
	JB B. Manalang	Administrative Officer V
		(Administrative
		Services)







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	Dexter E. Pangilinan	Administrative Officer
		IV (Personnel Section)
	Alvaro Pabustan	Representative of
		accredited employee's
		union/association
	School Head or Chief of	
	Division where the vacancy	
	exists	
Secretariat	Eisel Marisse M. Cuerdo	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 for Higher

Teaching Positions:

Chairperson	Cecilia E. Valderama, PhD	Assistant Schools
		Division
		Superintendent
Members	Celia R. Lacanlale	Chief, CID
	JB B. Manalang	Administrative Officer V
		(Administrative
		Services)
	Dexter E. Pangilinan	Administrative Officer
		IV (Personnel Section)
	Alvaro Pabustan	Representative of
		accredited employee's
		union/association
	School Head or Chief of Division	
	where the vacancy exists	
Secretariats	Eisel Marisse M. Cuerdo	Administrative Aide VI
	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:
 - a. Convene the applicants in a group to witness the paper evaluation;
 - b. Evaluate and compute the points for 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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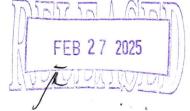
SCHOOLS DIVISION OF PAMPANGA

- d. Assess, deliberate, and rate the applicants' competencies on the Non-Classroom Observable Strands/Indicators through the conduct of classroom observation following 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 Examination (WE) and Skills or Work Sample Tests (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 applicants affix their signature to signify their knowledge of and conformity to the process undertaken and the points given to them.
- h. Prepare and submit duly signed results of the comparative assessment to the appointing officer/authority within seven (7) calendar days after all the applicants have been assessed.
- 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 Y Schools Division Superintendent

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