



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF PANGASINAN II

Office of the Schools Division Superintendent

June 1, 2023

DIVISION ORDER NO. 310 s 2023

COMPOSITION AND FUNCTIONS OF THE DIVISION HRMPSB (Updated Series 2023 - DepEd Order 19 s 2022 7 DepEd Order 007 s 2023)

Pursuant to **Department Order No. 19 s 2022** also known as "**The Department of Education Merit Selection Plan**" the Composition and Function/s of the Division and School **Human Resource Merit Promotion and Selection Board/s** (HRMPSBs) is hereby updated as follows:

I. JURISDICTION OF THE TWO (2) CHAIRPERSONS / ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

A. Chairperson Wilfredo E. Sindayen, shall handle the assessment and evaluation of applicants / candidates to vacancies originating from the 6th Congressional District and as follows:

Teaching Positions - Master Teacher I, II, III

School Administration Positions - Head Teacher I - VI
Principal I - IV

Non-Teaching & Related Teaching Positions - Salary Grade 10 and up

B. Chairperson Rosario O. Cabrera, shall handle vacancies originating from the 4th & 5th Congressional District and as follows:

Teaching Positions - Master Teacher I, II, III

School Administration Positions - Head Teacher I - VI
Principal I - IV

Non-Teaching & Related Teaching Positions - Salary Grade 9 and below

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II. UPDATED COMPOSITION OF THE DIVISION HRMPSB (and Sub-Committees)

A. HRMPSB FOR 1st LEVEL POSITIONS (Non-Teaching & Related Teaching positions SG 1-9 in the Division Office / Elementary Plantilla)

		Alternate Member
Chairperson:	a. Rosario O. Cabrera, ASDS	
Members:	b. Redentor B. Aquino- Chief ES, SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head -
	d. Arvin R. Purisima - AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto - AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay - Legal Officer	- incumbent Legal Asst.
	g. Atty. Maureen M. Torres, Accountant III*	- Division ADAS III
Secretariat:	i. Jaime Reglos - Administrative Aide VI	- Gladys Pascual - ADAS II

*to sit as Member for Finance positions

B. HRMPSB FOR 2nd LEVEL POSITIONS (Non-Teaching & Related Teaching positions, SG 10 up in the Division Office / Elementary Plantilla)

		Alternate Member
Chairperson:	a. Wilfredo E. Sindayen- ASDS	
Members:	b. Redentor B. Aquino - Chief ES, SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head
	d. Arvin R. Purisima - AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto - AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay - Legal Officer	- incumbent Legal Asst.
	g. Dr. Cornelio R. Aquino, EdD - CID Chief, Rep for 2 nd Level Related Teaching	- EPS II
Secretariat:	h. Jaime Reglos - Administrative Aide VI	- Gladys Pascual - ADAS II



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C. SCHOOL ADMINISTRATION POSITIONS (School Head Positions to include SHS Assistant Principal & Department Heads in the Secondary Level)

For the 4th & 5th Congressional District Vacancies:

		Alternate Member
Chairperson:	a. Rosario O. Cabrera, ASDS – ASDS	
Members:	b. Redentor B. Aquino – Chief ES, SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head
	d. Arvin R. Purisima – AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto – AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay – Legal Officer	- Ma. Jobe Cris C. Vidal – Legal Asst.
	g. PESPA President (for Elementary) / PAPSSA President (for Secondary)	- PESPA VP/ PAPSSA VP
Secretariat:	h. Jaime Reglos – Administrative Aide VI	- Gladys Pascual – ADAS II

For the 6th Congressional District Vacancies:

		Alternate Member
Chairperson:	a. Wilfredo E. Sindayen, ASDS	
Members:	b. Redentor B. Aquino– Chief ES,SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head
	d. Arvin R. Purisima – AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto – AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay – Legal Officer	- Ma. Jobe Cris C. Vidal – Legal Asst.
	g. PAPSSA President (for Secondary) / PESPA President (for Elementary)	-PAPSSA VP / PESPA VP
	h. Dr. Danilo S. Eden, HT-VI (for JHS HT positions)	
Secretariat:	i. Jaime Reglos – Administrative Aide VI	- Gladys Pascual – ADAS II

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D. Division HRMPSB Level for TEACHING POSITIONS (MT1, MTII, MTIII)

For the 4th & 5th Congressional District Vacancies:

		Alternate Member
Chairperson:	a. Rosario O. Cabrera ASDS	
Members:	b. Redentor B. Aquino – Chief ES, SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head
	d. Arvin R. Purisima – AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto – AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay – Legal Officer	- Ma. Jobe Cris C. Vidal – Legal Asst.
	g. Federated MTs President (for Elementary) / Federated MT Club President (for Secondary)	- VP for Division MT Club Elementary / Secondary
	h. Teachers' Club President of the District / School	-Vice President
Secretariat:	i. Jaime Reglos – Administrative Aide VI	- Gladys Pascual – ADAS II

For the 6th Congressional District Vacancies:

		Alternate Member
Chairperson:	a. Wilfredo E. Sindayen ASDS	
Members:	b. Redentor B. Aquino – Chief ES, SGOD	-to be selected by the Chief ES
	c. School Head or Chief of Division where vacancy exists	- To be selected by Head
	d. Arvin R. Purisima – AO V	- Eddie V. Cancino, AO IV
	e. Yogie S. Castañeto – AO IV / HRMO	- Janica Kate Dagarag, AO II
	f. Atty. Ma. Jessica Louise D. Tibay – Legal Officer	- Ma. Jobe Cris C. Vidal – Legal Asst.
	g. Federated MTs President (for Elementary) / Federated MT Club President (for Secondary)	- VP for Division MT Club Elementary / Secondary
	h. Teachers' Club President of the District / School	-Vice President
Secretariat:	i. Jaime Reglos – Administrative Aide VI	- Gladys Pascual – ADAS II

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E. TEACHING POSITIONS in the Elementary & Secondary Level (Teacher II & III)

		Alternate Member
Chairperson:	a. District Supervisor	*
Members:	b. Principal / School Head where the vacancy exists	- another School Head
	c. Administrative Officer II (where the vacancy exists)	- another AO
	d. Master Teacher (preferably the MT Club President)	- another MT
	e. Teachers' / Non-Teaching Club Representative	- another Representative
Secretariat:	From the Administrative Group	

F. NON-TEACHING POSITIONS (SG 1-9) in the School Level (Secondary Schools)

		Alternate Member
Chairperson:	a. ASDS (depending on the Congressional District of the Secondary School with a vacancy)	
Members:		
	b. Administrative Officer II (where the vacancy exists)	- another AO from the immediate District (Elementary)
	c. Administrative Assistant III / II	- another ADAS (District/Elementary)
	e. Teachers' / Non-Teaching Club Representative	- another Representative
Secretariat:	From the Administrative Group	

**Pursuant to Item 90 of DepEd Order 19 s 2022, these HRMPSBs in Item E hereof are deemed "Sub-Committees"*

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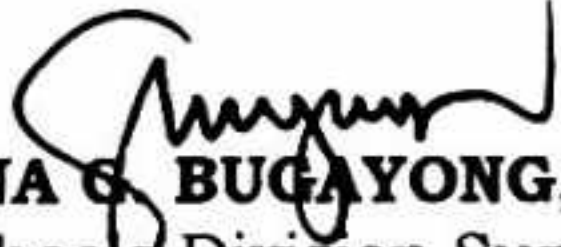
Office of the Schools Division Superintendent

III. DUTIES AND FUNCTIONS

The **Division 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:


1. Recommend to the appointing authority the designation of sub-committees as may be deemed necessary, to assist in the conduct of comparative assessment of applicants and facilitate the evaluation process;
2. Evaluate and deliberate on pre-scheduled dates, the qualifications, pertinent documents / portfolios, competencies of all applicants in accordance with **DepEd Order 19, 2022, DepEd Order 007 s 2023**, and the provisions of the **ORA-OHRA**, and relevant hiring guidelines;
3. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
4. Develop and conduct further assessment such as written examination, skills test, BEI, and others as may be deemed necessary;
5. Submit to the appointing authority the CAR / RQA highlighting the top 5 ranking candidates or less, and Minutes of Deliberation;
6. Maintain fairness and impartiality in the assessment of applicants;
7. Respond to queries and / or complaints pertaining to the comparative assessment results;
8. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection and placement policies, and;
9. Perform other related functions as may be assigned by the undersigned.

For the information, guidance and compliance of all concerned.


LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent



APPROVED FOR TRANSMISSION:


ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V