



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 11, 2021

DIVISION MEMORANDUM

No. 26, s. 2021

**COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School Heads
All Others Concerned

1. Pursuant to CSC MC No. 14, s. 2018 entitled “2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018”, this Office hereby announces the members of the Division Human Resource Merit Promotion and Selection Board:

Chair : **ZUREX T. BACAY, PhD**
Assistant Schools Division Superintendent

Regular Members : **BERNARDO A. GARGABITE, EdD**
Chief ES – SGOD

LARRY B. ESPIRITU, PhD
Chief ES – CID

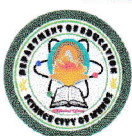
FHRIESSY CRUZ S. BERMUDA, II
Administrative Officer V

STELLA MARIE C. DUMALE
Administrative Officer IV - HRMO

ADDITIONAL MEMBER: *To be invited when their respective organization established vacancy:*

PESPA President: **EMILY I. FERNANDEZ, PhD**
Principal IV

PSSPA President: **NORMA A. FRAMO**
Principal IV



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

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Teachers' Association President (Secondary): **MENARD Q. FAJARDO**
Teacher III

Teachers' Association President (Elementary): **JOHN GALLERA, PHD**
Master Teacher II

President of the Division Non-Teaching Association: **JOHANN M. TABING**
Information Technology Officer

PSB Secretariat: **ROMA AMOR M. MARZO**
Administrative Assistant III

2. In view hereof, the functions and responsibilities of the Division HRMPSB Committee are as follows:
- PSB Chairman** – the HRMPSB shall assist the appointing officer/ authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan.
 - PSB Highest HRMO** – shall be the official directly supervising the Human Resource Management of the Agency.
 - PSB Member** – the first level representative / alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative/ alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representative shall serve for a period of two (2) years.
 - PSB Secretariat** – shall perform technical support functions to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions.
 - PSSPA/PESPA President/ President of the Division Non-Teaching Association** – alternate representative shall undergo orientation and workshop on the agency selection/promotion in accordance with the existing guidelines stipulated by the authority.
 - Teachers' Association President (Secondary/Elementary)** - alternate representative shall undergo orientation and workshop on the agency selection/promotion in accordance with the existing guidelines stipulated by the authority.



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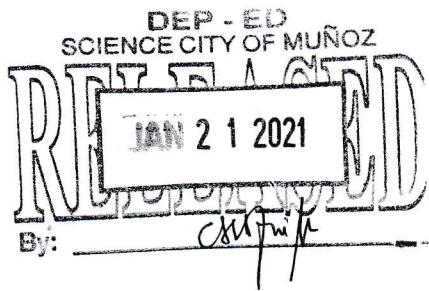



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3. All HRMPSB meetings and deliberations shall always be presided by the Chairman. A majority of the HRMPSB members shall constitute a quorum.
4. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
5. Immediate and wide dissemination of this Memorandum is desired.




DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent



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