



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 8, 2025

DIVISION MEMORANDUM

No. 203, s. 2025

**RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) FOR FIRST AND SECOND LEVEL
RELATED TEACHING AND NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads, Functional Office/Unit
Human Resource Merit Promotion and Selection Board
All Other Concerned

1. In compliance with CSC Resolution 2500358 dated April 30, 2025, or the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 07, s. 2023 dated March 22, 2023, *Guidelines On Recruitment, Selection, and Appointment in the Department of Education*, and as amendment to DM 143, s. 2024 dated May 3, 2024, this Division hereby reconstitutes the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level for Teaching-Related and Non-Teaching Positions, to wit:

Chairperson: **REY F. BULAWAN, EdD**
Assistant Schools Division Superintendent

Members: **NOE M. HERMOSILLA,**
Chief, Schools Governance Operations Division

SYLVIA D. VILLANUEVA
Chief, Curriculum Implementation Division

MICHELLE D. CAGUIMBAL
Administrative Officer V

EUNICE V. TARINGTING
Human Resource Management Officer

ROBERTO T. ORIAS, JR.
Senior Education Program Specialist/NEU Chapter President

2. HRM PSB Sub-Committee / Evaluators per criterion:

A. **LUCILA R. BALONDO** Education
ALEX B. REJUSO

B. **OMAR O. TY** Performance

C. **FELIX J. LADENO** Training
EMILY M. ADRAYAN

D. RODEL C. LUTAO DAVY APLAN	Experience (Non Teaching)
NELIDA M. LOBOS MYRA L. BATO	Experience (School Admin/ Related Teaching)
E. Outstanding Accomplishments	
a. NELIDA LUBOS NESTOR A. ADA	Awards and Recognitions
b. ELNA D. ENANO JOCELYN I. ACEBUCHE	Research and Innovation
c. LUCILA R. BALONDO GEROLDO LOBOS	Subject Matter Expertise/ Membership in National TWGs/Committees
d. EMILY ADRAYAN JOEL SALOR	Resource Speakership/Learning Facilitation/ NEAP Accredited Facilitator
F. PETER R. BOBILES	Application of Education
G. PEPITO SALDO	Application of Learning and Development
H. HRMPSB sitting as panel <i>(en banc or division)</i>	Potential, BEI
I. HRMPSB Sub-Committee as assigned	Skills Demonstrations Skills Test/Work Sample Test
a. MICHELLE D. CAGUIMBAL	Administrative Officer Positions SG 10-22
b. REMA H. ALLADO	Registrar / Records Officer SG 11-13
c. ELVIRA R. REBO	School Librarian SG 11
d. DEAH A. GAMAO, CPA	Senior Bookkeeper/Accountant SG 9-12
e. BEATRICE A. OLMEDO	Project Development Officer SG 11-15
f. TERESITA A. ACIBAR	Disbursing Officer/Cahier SG 8-11
g. SYLVIA D. VILLANUEVA	Guidance Counselor/EPS/SEPS SG 11-22
h. Atty. VERGEL E. BUNA	General Services Positions SG 1-9
i. ROMEO D. MIJARES	Supply / Property Officer Position SG 9-15

j. **Atty. RISTY T. ADARAYAN** Legal Assistant Positions
SG 10-14

k. **ROLANDO P. LUCENECIO, JR** All ICT Skills Test/Demo

For other Related Teaching and Non Teaching position. The HRMPSB *en banc* at may by an order direct or xxx employ the expertise of subject matter experts xxx for the conduct of other evaluative assessments as it may deem necessary as provided for in item 46, of DepEd Order 7, 2023.

3. In support of HRMPSB this Office constitutes the HRMPSB Secretariat the following duties and functions per Section D, item 32 of DepEd Order No. 19, s. 2022:

Secretariat: **FRANCIS RICO E. TOBES**
Head

Alternates: **EUNICE M. COSTA**
RAUL MATIAS A. TONOG

Member-encoders **JAY FRANCIS M. CAHUSAY**
LIEZEL LOBESTO
EDELBERTO LOBINO
MARIAN ALERIA
DARRIBERT CUSTORIO

HRMPSB Secretariat duties and functions:

“32. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking, Appeals pertaining to the individual results, and/or refusal of the applicants to affix their signature on the Individual Evaluation Sheet (IES). xxx if an applicant fails or refuses to sign the IES, the Minutes of Meeting shall suffice to establish the integrity of the assessment process.”

- a. Prepare, for approval of the chairperson all Notices of Meeting/Deliberations of the HRMPSB and publish and/or serve the same to all members of the HRMPSB.
- b. Record, and keep copies of the Minutes of Meeting/Deliberation of the HRMPSB and IESs of all applicants.
- c. Secure and safekeeping a copy from the HRMO of the Results of the Initial Evaluation, i.e., posting of Registry of Qualified Applicants (RQA) and Registry of Disqualified Applicants (RQD) for verification.
- d. Safekeep a copy of the Results of Finalized Registry of Qualified Applicants for the HRMPSB, for transmission and approval of the appointing authority, and future references.

Encoding of Individual Evaluation Sheets (IES) for Initial and Final Evaluation.

- a. The HRMPSB Secretariat encoders shall only enter personal information and points of applicants per evaluation criterion based on approved Individual Evaluation Sheets (IES) strictly using prescribed template Annex G and G-1 of DepEd Order No. 19, s. 2022
- b. IES shall be transmitted by the HRMO to the HRMPSB Secretariat.in the entry of points to the Registry of Qualified Applicants and Registry of


Disqualified Applicants as well as Registry of Qualified Applicants (CAR-RQA).

- c. The encoders shall strictly use the prescribed template Annex H *Final Deliberation*, Annex I, *Comparative Assessment Results*, and Annex I-1 *Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA)* DepEd Order No. 19, s. 2022.
 4. Notwithstanding the above composition, Section 92 of DepEd Order 19, s. 2022 provides that *xxx The HRMPSB or sub-committee/s may consult and employ the assistance of external independent resource persons in determining the best and most qualified candidates for appointment.*
- As such, the HRMPSB shall be empowered to consult and employ through an order of designation, any and all DepEd trained and accredited assessors and evaluators from the field for the portfolio assessment.
5. Pursuant to Section 93 of DepEd Order No. 19, s. 2022, *xxx Membership to the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.* To ensure the attendance and performance of the above duties of designated members and evaluators, the travel expenses incurred by members during the conduct of assessment and evaluation of applicants for the hiring cycles shall be chargeable to local funds subject to availability of funds and usual government accounting and auditing rules and regulations.
 6. For your information and strict compliance.


GAUDENCIO C. ALJIBE, JR., CESO VI
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: 
Date: SEP 10 2025