



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

Office of the Schools Division Superintendent

February 18, 2026

DIVISION MEMORANDUM

No. DPN, s. 2026

RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR SCHOOL ADMINISTRATION, RELATED TEACHING, AND NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads, Functional Office/Unit
School and District Heads
Others Concerned

1. In compliance with **CSC Resolution No. 2500358** dated April 30, 2025, otherwise known as the **2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**, **DepEd Order No. 7**, s. 2023 dated **March 22, 2023**, **Guidelines on Recruitment, Selection, and Appointment in the Department of Education**, and as an amendment to **Division Memorandum No. 143**, s. 2024 dated **May 3, 2024**, this Division hereby reconstitutes the members of the **Human Resource Merit Promotion and Selection Board (HRMPSB)** for School Administration, Related Teaching, and Non-Teaching Positions, to wit:

Chairperson	REY F. BULAWAN Assistant Schools Division Superintendent
Members	NOE M. HERMOSILLA Chief, Schools Governance and 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. HRMPSB Sub-Committee/Evaluators per Criterion:

A. DIONESIA MERCADER ALEX B. REJUSO	Education
B. OMAR O. TY	Performance

C. FELIX J. LADEÑO EMILY M. ADRAYAN	Training
D. RUDEL C. LUTAO DAVY APLAN	Experience (Non-Teaching)
NELIDA M. LOBOS MYRA L. BATO	Experience (School Admin/Related Teaching)
E. <i>Outstanding Accomplishments</i>	
a. NESTOR A. ADA	Awards and Recognitions
b. ELNA D. ENANO JOCELYN I. ACEBUCHE	Research and innovation
c. LUCILA R. BALONDO	Subject Matter Expertise/ Membership in national TWGs/ Committees
	Resource Speakership/Learning Facilitation/NEAP Accredited Facilitator
F. PETER R. BOBILES	Application of Education
G. PEPITO A. 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	
a. MICHELLE D. CAGUIMBAL	Administrative Officer Positions SG 10-22
b. REMA H. ALLADO	Registrar/Records Officer SG 11-13
c. ELVIRA R. RIBO	School Librarian SG 11
d. DEAH A. GAMAO	Senior Bookkeeper/Accountant SG 9-12
e. BEATRICE A. OLMEDO	Project Development Officer SG 11-15
f. TERESITA A. ACIBAR	Disbursing Officer/Cashier SG 8-11
g. SYLVIA D. VILLANUEVA	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 Position SG 10-14
k. ROLANDO P. LUCENECIO JR.	All ICT Skills Test/Demo

3. In support of the HRMPSB, this Office constitutes the HRMPSB Secretariat with the following duties and functions, pursuant to Section 92, Item 32 of DepEd Order No. 19, s. 2022:

Secretariat Head	Alternates	Member-Encoders
Richelle Paz Delizon	Eunice M. Costa Raul Matias A. Tonog	Jay Francis M. Cahusay Liezcel Lobesto Edilberto Lobino Marian Aleria Darrybert Custorio

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) shall be addressed by the HRMPSB accordingly and shall be reflected in the documentation. In the event that an applicant fails or refuses to sign the IES, the official Minutes of Meeting shall suffice to establish the integrity of the assessment process.

- a) Prepare, for the approval of the Chairperson, all Notices of Meetings/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 Meetings/Deliberations of the HRMPSB and the Individual Evaluation Sheets (IES) of all applicants;
- c) Secure and safekeep copies from the Human Resource Management Office (HRMO) of the results of the initial evaluation, i.e., the posting of the Registry of Qualified Applicants (RQA) and the Registry of Disqualified Applicants (RQD), for verification; and
- d) Safekeep copies of the results of the finalized Registry of Qualified Applicants (RQA) for the HRMPSB, for transmission to and approval by the appointing authority, and for future reference.

4. Notwithstanding the foregoing composition, Item 92 of DepEd Order No. 19, s. 2022 provides that the HRMPSB or its sub-committees may employ the assistance of external or independent resource persons in determining the best and most qualified candidate for appointment. As such, the HRMPSB shall be empowered to consult and engage, through an Order of Designation, any DepEd-trained and accredited assessors and evaluators from the field for the conduct of portfolio assessment.

5. Pursuant to Item 93 of DepEd Order No. 19, s. 2022, membership in the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.

6. To ensure the attendance and performance of the above-stated duties of designated members and evaluators, travel expenses incurred during the conduct of assessment and evaluation of applicants for the hiring cycles shall be chargeable to local funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

7. For your information and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
 ↪ Schools Division Superintendent
DepEd Northern Samar

RELEASED

By: _____

Date: 19 FEB 2020