



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 JULY 2021

DIVISION MEMORANDUM

No. 342 s. 2021

**COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND
 SELECTION BOARD SY 2021-2022**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Relative to the issued DepEd orders and memoranda, regional resolution and Civil Service rules and regulations governing the selection, promotion of teaching and related teaching, non-teaching personnel and other positions, this office hereby create its new set of Division Personnel Selection Board to assess and evaluate the qualification of applicants.

2. The sets of the Division PSB are the following:

Chairperson **ANTONIO P. FAUSTINO JR.**

A. For Teacher I Position in the Elementary Level

Members

DR. EDWIN R. RODRIGUEZ, Chief SGOD

IMELDA C. RAYMUNDO, Chief CID

MILDRED Z. GALLEN, EPS

CHRISTIAN J. BABLES, EPS

SANCHO C. CALATRAVA, EPS

JOSEFINA R. OABEL, HRMO II

DR. GENER C. DELOS REYES

Division President of the School's Principal Association

WILFREDO C. VILLA

Division Level President of the Parent-Teacher Association (PTA)

DEMOCRITO CABILE

Authorized representative of an accredited teachers' union



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



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B. For Teacher I Position in the Secondary Level (JHS)

Chairperson **ANTONIO P. FAUSTINO JR.**

Members **DR. EDWIN R. RODRIGUEZ, Chief SGOD**
IMELDA C. RAYMUNDO, Chief CID
RICHELLE F. QUINTERO, EPS
SHERWIN C. QUESEA, EPS
GEORGIA P. TALABONG, EPS
JOSEFINA R. OABEL, HRMO II
DR. GENER C. DELOS REYES
Division President of the School's Principal Association)
WILFREDO C. VILLA
Division Level President of the Parent-Teacher Association
(PTA)
DEMOCRITO CABILE
Authorized representative of an accredited teachers'
union

C. For Senior High School Teaching Position

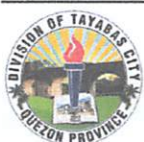
Chairperson **ANTONIO P. FAUSTINO JR.**

Members **DR. EDWIN R. RODRIGUEZ, Chief SGOD**
IMELDA C. RAYMUNDO, Chief CID
JEROME A. CHAVEZ, EPS
LOUIE L. FULLEDO, EPS
JOSEFINA R. OABEL, HRMO II
DR. GENER C. DELOS REYES
Division President of the School's Principal Association
WILFREDO C. VILLA
Division Level President of the Parent-Teacher Association
(PTA)
DEMOCRITO CABILE
Authorized representative of an accredited teachers'
union/organization
**Authorized representative of a duly accredited or
recognized organization/industry proficient and
knowledgeable in the track/learning area needed
based on the school's vacancies**

D. For the Appointment and Promotion of the Other Teaching, Related Teaching and Non-Teaching Position for 1st and 2nd Level

Chairperson **ANTONIO P. FAUSTINO JR.**

Members **School Heads/Section/Unit Head where the
vacancy exists.**
Administrative Officer V
CONRADO C. GABARDA



Administrative Officer IV (HRMO II)
JOSEFINA R. OABEL

DEMOCRITO CABILE

President of the Division DepEd Employees'
Union/Non-Teaching Association/Faculty
Association

Representative

Non-Teaching Group

MILDRED Z. GALLEN (Level 2)

JOYCE ANN P. LIMBO (Level 1)

2. Duties and Functions

2.1 Duties and Function of the Members of HRMPSB in Hiring Teacher I Position in Elementary and **Junior High School**

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- d. Evaluates applicants on Education, Teaching Experience, LET/PBET Rating, Interview, Demonstration Teaching, and Specialized Training and Skills based on the criteria set forth in these guidelines.
- e. Reviews and consolidates the results of the individual ratings of applicants, based on the scores they obtained in each criterion for evaluation.
- f. Prepares separate division wide RQAs for Kindergarten, Elementary, and Secondary,
- g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
- h. Secures list of its LGU-funded teachers from the office of the provincial governor, city/municipal mayor, or provincial/city /municipal administrator.
- i. Ensures that LGU-funded and volunteer teacher applicants go through the application process as provided for in these guidelines.
- j. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations, to the SDS for approval.
- k. Conducts background investigation of qualified applicants

2.2 Duties and Function of the Members of HRMPSB in Hiring Teacher I Position in **Senior High School**

- a. Receives from the School Screening Committee the list of applicants with the corresponding documents.
- b. Verifies the documents submitted by the School Screening Committee as to completeness, accuracy, authenticity, and veracity.
- c. Evaluates applicants based on the criteria set forth in these guidelines.
- d. Ensures that applicants are notified at least seven (7) days before the scheduled conduct of evaluation procedures such as Demonstration



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- Teaching, English Proficiency Test, and Interview. Documentary proof of announcements, notifications, and communications shall be kept. Reviews and consolidates the results of the individual ratings of applicants based on the scores they obtain in each criterion for evaluation.
- f. Prepares separate division wide RQAs for each core subject and track.
 - g. Sends to each applicant a written communication detailing the scores he or she has received for each evaluation criterion as well as the final overall rating, signed by the Chair.
 - h. Submits the complete results of the evaluation of applicants, including pertinent records of deliberations to the SDO's Personnel Division
 - k. Conducts background investigation of qualified applicants


2.3 Duties and Function of the Members of HRMPSB in Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions

- a. Evaluate and deliberate the qualifications of those listed in the selection line up en banc.
- b. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
- c. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.
- d. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.
- e. Conduct's background investigation of qualified applicants

2.4 Duties and Functions of Technical Working Group

- a. Conduct initial evaluation submitted documents of applicants.
- b. Assist the HRMPSB Members to facilitate the recruitment and selection process.
- c. Assist the HRMPSB in the preparation of complete assessment.

3. For information and guidance of all concerned.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

References

DepEd Order No. 7, s. 2015
DepEd Order No. 66, s. 2010
DepEd Order No. 3, s. 2016
DepEd Order 29, s. 2002

