



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 September 2025

DIVISION MEMORANDUM
No. **657** s. 2025

**RECONSTITUTION OF HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to **DepEd Order No. 019, s. 2022** or *The Department of Education Merit Selection Plan*, which aims to establish a competency-based Agency Merit Selection Plan to ensure that in all governance levels, the Department hires and retains the right people for the right job at the right time by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability, this Office announces the new composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) of this division for First Level and Second Level Positions.

2. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following:

**NON-TEACHING, RELATED- TEACHING AND SCHOOL
ADMINISTRATION POSITIONS**

SCHOOLS DIVISION OFFICE LEVEL <i>(As prescribed by DepEd Order 019 s. 2022)</i>	HRMPSB Members
Chairperson:	
a. Assistant Schools Division Superintendent	HERBERT D. PEREZ
Members:	
b. Chief of School Governance and Operations Division	IMELDA C. RAYMUNDO
<i>Alternate Member</i>	MARIA CORAZON A. BORBON
c. School Head or Chief of Division where the vacancy exists	School Head or Chief of Division where the vacancy exists
d. Administrative Officer V for the Administrative Services Section	CONRADO C. GABARDA
<i>Alternate Member</i>	JEANETTE M. BUERA

e. Administrative Officer IV/HRMO-II	GRASIELA L. HERNANDEZ	
<i>Alternate Member</i>	KATHLEEN J. DAZO	
f. Representative of accredited employees' association	Second Level	LOUIE L. FULLEDO
	Alternate	NATHANIEL G. BALBAROSA
	First Level	JUANITO D. DOMIREZ
	Alternate	ARJOY C. DEMANDANTE
g. Representative of School Heads' Association	President	GENER C. DELOS REYES
	Alternate	JOY B. GO
Secretariat:		
Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		LESLIE T. VALDEAVILLA
		CHARLENE A. VITO

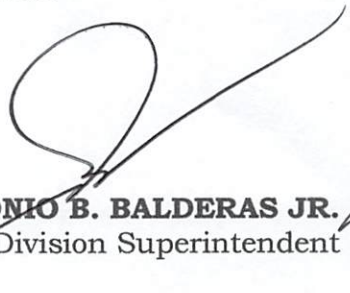
TEACHER- I AND HIGHER TEACHING POSITIONS

SCHOOLS DIVISION OFFICE LEVEL (As prescribed by DepEd Order 019 s. 2022)	HRMPSB Members	
Chairperson:		
a. Assistant Schools Division Superintendent	HERBERT D. PEREZ	
Members:		
b. Chief of the Curriculum Implementation Division	EDWIN R. RODRIGUEZ	
<i>Alternate Member</i>	MICHAEL LEONARD D. LUBIANO	
c. School Head where the vacancy exists	School Head where the vacancy exists	
d. Administrative Officer V for the Administrative Services Section	CONRADO C. GABARDA	
<i>Alternate Member</i>	JEANETTE M. BUERA	
e. Administrative Officer IV/HRMO-II	GRASIELA L. HERNANDEZ	
<i>Alternate Member</i>	KATHLEEN J. DAZO	
f. Representative of Teachers' Association	President	SIGRID F. TIBORDO
	Alternate	WAREEN L. CABLAIDA
Secretariat:		
Selected personnel from HR/Administrative Services Section as designated by the HRMPSB Chair		JERAIZY IVEE Z. JASTIVA
		CHARLENE A. VITO

3. The 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:

- a. Develop the **System of Ranking Positions** which shall be submitted for approval of the appointing officer/authority, copy furnished the Civil Service Commission and its field offices for reference;
- b. Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
- c. Evaluate and deliberate the qualifications of all applicants in accordance with **DepEd Order No. 019 s. 2022**, or the **Department of Education Merit Selection Plan**, the provisions of the **Omnibus Rules on Appointments and Other HR Actions (ORAOHRA)**, and relevant hiring guidelines;
- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- e. Develop and conduct further assessment such as written examination, skills test, Behavioral Events Interview, and others, as deemed necessary;
- f. Submit to the appointing officer/authority the Comparative Assessment Result (CAR)/Comparative Assessment Result – Registry of Qualified Applicants (CAR-RQA), highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- g. Maintain fairness and impartiality in the assessment of applicants;
- h. Respond to queries and/or complaints pertaining to the comparative assessment results;
- i. Recommend areas of improvement to the Central Office, through proper channels, on the recruitment, selection, and placement policies; and
- j. Perform other related functions as may be assigned.

4. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: None

References: DepEd Order No. 019, s. 2022/ DepEd Order No. 007, s. 2023
DepEd Order No. 021, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

RSP
RECONSTITUTION OF HRMPSB

OSDS Personnel Unit – reconstitution of human resource merit, promotion and selection board
PERETG8T-001931/September 22, 2025