



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



July 21, 2026

DIVISION MEMORANDUM

No. 287, s. 2026

**COMPOSITION OF THE SUB COMMITTEE TO ASSIST THE HUMAN RESOURCE
MERIT PROMOTION AND SELECTION BOARD (HRMPSB) IN THE EVALUATION OF
APPLICANTS FOR HIGHER TEACHING POSITIONS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors and Specialists
Public Elementary & Secondary School Heads
All Others Concerned

1. In accordance with **DepEd Order No. 019, s. 2022**, entitled “**The Department of Education Merit Selection Plan (MSP)**”, particularly the provisions authorizing the designation of sub-committees to assist the **Human Resource Merit Promotion and Selection Board (HRMPSB)**, and other relevant subsequent issuances, this Office hereby constitutes the **HRMPSB Sub-Committee for Higher Teaching Positions**.
2. The HRMPSB Sub-Committee shall serve solely as an assistorial body to the Human Resource Merit Promotion and Selection Board (HRMPSB). It shall perform only those functions assigned by the HRMPSB and the Appointing Authority. The HRMPSB shall retain full responsibility and accountability for the comparative assessment, deliberation, and recommendation of applicants in accordance with DepEd Order No. 019, s. 2022.
3. The composition of the sub-committee, together with the corresponding duties and responsibilities of its members, is provided in the attachment to this Memorandum. The sub-committee shall perform its assigned functions in accordance with the applicable provisions of the issuances and other existing DepEd policies, subject to the supervision and accountability of the HRMPSB.
4. The designated members are hereby directed to faithfully discharge their duties with utmost professionalism, impartiality, integrity, and confidentiality to ensure that the recruitment and selection process is conducted in a fair, transparent, and merit-based manner.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

PETER J. GALIMBA
OIC, Schools Division Superintendent



DepEd Tayo Escalante City



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Functions of the HRMPSB Sub-Committee

Assist the HRMPSB in the following:

1. Receive and acknowledge applications and supporting documents from applicants within the prescribed period.
2. Conduct the initial evaluation of applications to determine completeness of documentary requirements and compliance with the minimum qualification standards.
3. Verify and validate the authenticity and accuracy of submitted documents, when necessary.
4. Prepare the preliminary list of applicants, indicating those who are qualified and those who are found deficient, together with the corresponding reasons.
5. Facilitate the conduct of comparative assessment activities, including but not limited to document evaluation, interviews, demonstrations, simulations, written examinations, skills tests, and other assessment tools, as applicable.
6. Prepare and consolidate assessment results, evaluation sheets, scoring matrices, and other documents required for HRMPSB deliberation.
7. Observe and assess the qualifications of applicants based on the prescribed Classroom Observable Indicators (COIs) and Non-Classroom Observable Indicators (NCOIs).
8. Provide administrative and technical support during HRMPSB meetings, deliberations, and assessment activities.
9. Prepare reports and other documentary requirements arising from the recruitment and selection process.
10. Perform such other functions as may be assigned by the HRMPSB, consistent with DepEd Order No. 019, s. 2022, DepEd Order No. 007, s. 2023, and other applicable issuances.



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COMPOSITION OH HRMPSB SUB COMMITTEE FOR HIGHER TEACHING POSITIONS				
SCHOOL ID	NAME OF SCHOOL	CLUSTER	SCHOOL HEADS	SUB COMMITTEE MEMBERS
SCHOOLS HIGHLIGHTED IN COLOR ARE DESIGNATED AS THE CLUSTER EVALUATION CENTERS				
117054	Buenavista Elementary School	Cluster I	Aguirre, Elizabeth R.	Sinining, Alma C. Alpay, Jason R. Apatan, Analyn B. Lim, Rodly P. Pahaganas, Cristy E. Juarez, Mylene C.
117057	Japitan Elementary School	Cluster I	Bayadog, Ronie H.	
117058	Langub Elementary School	Cluster I	Orbeso, Rosalinda G.	
117064	Rizal Elementary School	Cluster I	Pinongan, Nelson A.	
117065	Udtongan Elementary School	Cluster I	Son, Junno V.	
302595	Buenavista National High School	Cluster I	Carambacan, Sheila M.	
302596	Japitan National High School	Cluster I	Dela Torre, Nilo Jr. J.	
325602	Langub National High School	Cluster I	Rebutada, Jessie T.	
117047	Magsaysay Elementary School	Cluster II	Selisa, Rodrigo B. Jr.	Cabus, Floyd G. Tabotabo, Ma. Theresa L. Tolentino, Morren V. Colmenares, Elinore L. Gapi, Yolanie A. Talbo, Ma. Leobie B. Olorga, Noreen P.
117050	Tamlang Elementary School	Cluster II	Añonuevo, Shella Marie C.	
117053	Binaguiohan Elementary School	Cluster II	Lizardo, Rose L.	
117055	Dian-ay Elementary School	Cluster II	Cualbar, Margie I.	
503151	Laoyan Integrated School	Cluster II	Fuentes, Cirilo A.	
302615	Dian-ay National High School	Cluster II	Maxilom, Rizalina P.	
302627	Tamlang National High School	Cluster II	Neniel, Cristofer R.	
325604	Magsaysay National High School	Cluster II	Casipong, Pedro S.	
117056	Doña Rosario C. Valdivia Elementary School	Cluster III	Vallite, Jennifer G.	Portunes, Marivic S. Arcayos, Leslie T. Dela Torre, Susan T. Dela Cruz, Rosemarie L. Pios, Anastacia C. Abello, Ma. Suzette L. Caspe, Cynthia C. Claur, Merry Joy C.
117059	Libertad Elementary School	Cluster III	Calipip, Roel C.	
117060	Mabini Central Elementary School	Cluster III	Tuto, Annie R.	
117063	Pinapugasan Elementary School	Cluster III	Eben, Warlito G.	
501108	Paitan Integrated School	Cluster III	Lesondra, Jay Miko B.	
302660	Mabini National High School	Cluster III	Gabriel, Glen A.	
325603	Pinapugasan National High School	Cluster III	Anig-ig, Belth Babby P.	
325605	Libertad National High School	Cluster III	Anig-ig, Margarette Joy R.	
117041	Danao Port Elementary School	Cluster IV	Donayre, Juliet	Tan, Mae Joy M. Mapa, Perly M. Dence, Jancen L. Pasamante, Marites E. Pastor, Josephine M. Daymoto, Marilou E. Gulpany, Dave T.
117044	Escalante Elementary School	Cluster IV	Calumpita, Anjeanette A.	
117039	Alimango Elementary School	Cluster IV	Gamao, Evelyn S.	
117049	Puting Bato Elementary School	Cluster IV	Lao, Michelle T.	
117051	Teofilo Amante Sr. Elementary School	Cluster IV	Manzano, Gelsie B.	
117052	Washington Elementary School	Cluster IV	Lutero, Susana L.	
302625	Escalante National High School	Cluster IV	Tabelino, Jesus	
302626	Old Poblacion National High School	Cluster IV	Aro, Loida C.	
302628	Washington National High School	Cluster IV	Aguilar, Junelie A.	
117040	Cervantes Elementary School	Cluster V	Jarina, Robie Nifhrettire E.	Albarico, Prilyn S. Chien, Jem Rymon S. Celedona, Rosalie J. Aguilar, Marilou R. Balenario, Annie N. Ysatam, Ma. Clarissa Z. Delos Santos, Myla J. Iwayan, Gina S.
501334	Malasibog Integrated School	Cluster V	Añonuevo, Anthony Jess O.	
117042	Don Esteban dela Rama Elementary School	Cluster V	Cepe, Elvie G.	
117043	Escalante Central Elementary School	Cluster V	Aligato, Glicerio C.	
117045	Hacienda Fe Elementary School	Cluster V	Tecson, Jimmy	
117046	Jonobjonob Elementary School	Cluster V	Sarmon, Gilbert P.	
117048	Mercedes Alemany Parreño Elementary School	Cluster V	Arajo, Aden Nash	
311106	Floro T. Bongco Farm School	Cluster V	Mahinay, Ronald	
325601	Cervantes National High School	Cluster V	Omay, Renonie	
The Administrative Officer II of the respective school shall serve as the Secretariat to the HRMPSB Sub-Committee and shall provide the necessary administrative and technical support to facilitate the efficient conduct of its functions.				



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Enclosure No. 2 of DSI No. 255 s. 2020

**INDICATIVE TIMELINE OF ACTIVITIES FOR THE RECRUITMENT AND
SELECTION OF APPLICANTS FOR TEACHER II & III IN ELEMENTARY, JUNIOR
HIGH SCHOOL, AND SENIOR HIGH SCHOOL**

DATE / TIME	ACTIVITY	OFFICER INCHARGE / VENUE
June 29, 2020	Issuance of Division Memorandum announcing the opening of Recruitment & Selection process	SDO Bulletin Boards, social media, website
July 19, 2020	Submission of application documents to the School Level	School Head or School Administrative Officer II
July 13, 2020	Deadline of the submission of application documents from School to SDO Level	Records Section
Jan 10, 2020	Releasing of Initial Evaluation Results (IER)	Bulletin Boards, Personnel Section, FB Account School where the applicant is currently teaching
July 20-21, 2020	Assessment of Classroom and Non-Classroom Observable Indicators	HRMPSB Subcom
July 20-24, 2020	Schedule of the HRMPSB evaluation of application documents	Personnel Section, HRMPSB
July 27-30, 2020	Consolidation of the results of the evaluation	Personnel Section
July 31, 2020	Signing and releasing of Comparative Assessment Results	ASDS Office, Bulletin Boards, Personnel Section, FB Account

*Note: If there are any changes to the schedule due to unforeseen
circumstances, applicants will be notified via text message and through the
applicants' Messenger community.*



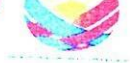
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Annex A

TIMELINE OF ACTIVITIES

ACTIVITY	DATE
PHASE 1 (Establishment of CAReER)	
Issuance of Division Memorandum on the Commencement of ECP for FY 2026	July 13, 2026
Deadline of Submission of Application to School Level	July 23, 2026
Submission of application to Cluster Level	July 24, 2026
Initial evaluation of application documents by Sub Com	July 27-29, 2026
Conduct of demonstration teaching (per School)	July 30-31, 2026
Submission of Documents to SDO Level (Sub Com to HRMPSB)	August 3, 2026
PHASE 2 (Compilation of Documents for Submission to NIR)	
Final evaluation and consolidation of CAReER (HRMPSB)	August 4, 2026
Processing of support documents such as transmittal, RFTP, PAL, etc.	August 5-7, 2026
Finalization and signing of documents for submission to NIR	August 10-12, 2026
Submission to NIR	August 13, 2026

GOD BLESS!



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