



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

August 17, 2026

DIVISION MEMORANDUM

No. 351, s. 2026

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

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

1. The following is the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) for the Teaching, Non-Teaching, Related-Teaching, and School Administration Positions of the Schools Division of Escalante City pursuant to DepEd Order No. 019, s. 2022, The Department of Education Merit Selection Plan (MSP).

Chairperson : **MARITES C. CAPILITAN, PhD**
OIC, Assistant Schools Division Superintendent

REGULAR MEMBERS	ALTERNATE MEMBERS
ALICIA A. OLID, PhD OIC, Chief Education Supervisor – SGOD School Head or Chief of Division where the vacancy exists	IVY JOY A. TORRES, PhD Chief Education Supervisor – CID
BREN B. DOLAR Administrative Officer V	KATHY S. CINCO Administrative Officer V
PETER JULIUS B. PELLOTAS Administrative Officer IV	HILARIO T. SUCUACO Administrative Officer II
Representative of accredited employee's association belonging to the appropriate level of vacancy Secretariat	
WINSOME Y. YLANAN Administrative Assistant III	MERCHILLE M. JARINA Administrative Assistant III

2. Pursuant to paragraph 85 of DO No. 19, s. 2022, each regular member, except for the Chairperson, shall have one (1) alternate whose name shall be indicated in the Office Order/Designation.

3. Moreover, in paragraph 84 of DO No. 19, s. 2022, the HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointments in accordance with their roles to include, but are not limited to, the following:



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- a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;
 - 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 this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
 - d. Make a systematic assessment of the qualifications and competence of applicants for appointments to the vacant positions;
 - e. Develop and conduct further assessments such as written examination, skills test, BEI, and others, as deemed necessary;
 - f. Submit to the appointing officer/authority the CAR/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 CO, through proper channels, on the recruitment, selection, and placement policies; and
 - j. Perform other related functions as may be assigned.
4. **Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.**
5. Immediate dissemination of this Memorandum is desired.

PETER GALIMBA
OIC, Schools Division Superintendent

Reference : as stated
Enclosure : none
Allotment : Division Order No. 2, 2015

To be indicated in the perpetual index under the following subjects:

HRMPSB MSP Teacher I Non-Teaching Related-Teaching School Administration



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