



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 10, 2026

**DIVISION MEMORANDUM**  
No. 0063, s. 2026

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

To: Chief Education Supervisor – CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Elementary and Secondary Schools  
Section Heads  
All Others Concerned

1. Effective immediately, the Schools Division Office of Davao del Norte (SDO Davao del Norte) reconstitutes the Division Human Resource Merit Promotion and Selection Board (HRMPSB) as follows:

Chairman: Eduard C. Amoguis – Chief Education Supervisor, CID

Members:

- Marlon G. Ebrado – Chief Education Supervisor, SGOD
- School Head or Head of Division where the vacancy exists
- Rosalinda N. Dionio – Administrative Officer V
- Joanna Mari C. Borbon – Administrative Officer IV (HRMO)
- Ana N. Redaniel – Public Schools District Supervisor
- Representative of the accredited Employee Association

Aser M. Samsona – President, Division Philippine Association of Public Secondary School Heads Inc., (NAPSSHI)

Jocelyn D. Fernandez – President, Division Philippine Elementary Schools Principals Association (PESPA)

Jomel T. Sangutan – President, Division Teacher’s League

Danilo Jr. Q. Lumayno – President, Division National Employees Union

Secretariat:

Nathaniel Jr. B. Inutan – Administrative Officer II  
Donabelle C. Abellana - Administrative Assistant III



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2. As HRMPSB Chairman and Members, you 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 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 subcommittee/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. Mate 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, 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.
3. This designation does not carry with it additional remuneration and priority for promotion.
4. The designation takes effect immediately and can be revoked anytime when deemed necessary.
5. Previous issuance inconsistent with this Memorandum are deemed repealed.

For your information and guidance.

**REBONFAMIL R. BAGUIO**

Assistant Regional Director  
Concurrent, Officer-in-Charge

Office of the Schools Division Superintendent 

Personnel\_JMCB

FN: Reconstitution of the Division Human Resource  
Merit and Selection Board (HRMPSB)



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