



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

Office of the Schools Division Superintendent

30 January 2024

**DIVISION MEMORANDUM**  
**NO. 0051, s. 2024**

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

To: Assistant Schools Division Superintendent  
Chief Education Supervisor- CID and SGOD  
Public Schools District Supervisors/ Principal In-Charge  
Principals/School Heads of all Public Elementary and Secondary Schools  
This Division

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 :

JANETTE G. VELOSO, CESO VI – Assistant Schools Division Superintendent

Members:

Chief of the School Governance and  
Operations Division (SGOD)

School Head or Chief of Division where  
the vacancy exists

ROSALINDA N. DIONIO -Administrative Officer V for Administrative Section

RELYN B. GALLARDO -Administrative Officer IV (HRMO)

Representative of accredited Employees  
Association

ASER M. SAMSONA -School Principal IV/ Division National Association  
of Public Secondary School Heads, Inc. (NAPSSHI)  
President

JOCELYN D. FERNANDEZ -School Principal IV/ Division Philippine  
Elementary School Principals Association (PESPA)  
President

IRENE GRACE L. DAYOT -Master Teacher II, Division Teachers Association  
President

ROMELA T. PANGANDOYON -Senior Education Program Supervisor, NEU  
President

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Alternate Members:

EDUARD C. AMOGUIS	- CID CHIEF
LOURDES R. ALVAREZ	-EPS, CID
LIEZL S. JOSOL	-EPS, CID
EVELYN GRACE LABASAN	-EPS, CID
ALLEN T. GUILARAN	-EPS, CID
ERNIE M. AGUAN	-EPS, CID
GRACE SANTA T. DACLAN	-EPS, CID
MEDOS O. JALA	- EPS, CID
EXELSIS DEO A. DELOY	-EPS, CID
EDGAR L. MANARAN	- EPS, CID
RONNIE I. PUBLICO	- PSDS/DIVISION IPED COORDINATOR

Secretariat:

ALBERTO JR. A. SUMAOY - Administrative Assistant III  
NATHANIEL JR. B. INUTAN - Administrative Assistant I

2. As HRMPSB chairman and members, you are to discharge the following roles and functions stated in DO 19, s. 2022 page 24, to wit:

- a. Develop the SRP which shall be submitted for approval of the appointing officer/ authority, copy furnished the CSC and its field office 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 qualification 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. For your information and guidance.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

Enclosure(s) : None  
Reference(s) : DepEd Order No 19, s. 2022; DepEd Memo No. 084, s. 2022

DEPED DAVAO DEL NORTE  
RECORDS SECTION  
**RELEASED**  
DATE 02-06-2024

