



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 3-2-22 4:11 PM  
By: \_\_\_\_\_

Office of the Schools Division Superintendent

February 28, 2022

DIVISION MEMORANDUM No. 240, s. 2022

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

To: All School Heads  
Curriculum Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
All Others Concerned

1. The field is hereby informed of the Composition of the Division Human Resource Merit Promotion and Selection Board to handle the ranking for promotion of Non-Teaching, Teaching Related personnel including Kindergarten, Elementary, Junior and Senior High School Teacher applicants to the said levels effective immediately.

**Kindergarten, Elementary, Junior and Senior High School Level:**

Chairman: Rebecca C. Sagot - Assistant Schools Division Superintendent  
Members: Public Schools District Supervisor for Kindergarten and Elementary School where vacancy exists.  
Secondary School Head where the vacancy for High School exists  
Gay P. Taguiran - Senior Education Program Specialist-(HRD)  
Rosalinda N. Dionio - Administrative Officer V  
Irene Grace L. Dayot - Teacher Association President  
Rochelle G. Opiana - Administrative Officer IV (HRMO)

**Non-Teaching and Teaching Related Personnel:**

Chairman: Rebecca C. Sagot - Assistant Schools Division Superintendent  
Members: Gay P. Taguiran- Senior Education Program Specialist-(HRD)  
Rosalinda N. Dionio - Administrative Officer V  
Rochelle G. Opiana - Administrative Officer IV (HRMO)  
Mercy M. DeLa Cruz - National Employees Union President

**Master Teacher for Kindergarten, Elementary, Junior and Senior High School Level:**

Chairman: Rebecca C. Sagot - Assistant Schools Division Superintendent  
Members: Public Schools District Supervisor for Kindergarten and Elementary School  
Where the vacancy exists



Secondary School Head where the vacancy for High School exists  
Gay P. Taguiran - Senior Education Program Specialist-(HRD)  
Rosalinda N. Dionio - Administrative Officer V  
Irene Grace L. Dayot - Teacher Association President  
Rochelle G. Opiana - Administrative Officer IV (HRMO)

**Elementary and Secondary School Heads and Schools In-charge/ Teacher In-Charge**

Chairman: Rebecca C. Sagot - Assistant Schools Division Superintendent

Members: Gay P. Taguiran- Senior Education Program Specialist-(HRD)

Rosalinda N. Dionio - Administrative Officer V

Jocelyn D. Fernandez - PESPA President

Ricardo Jr. M. Olmedo - DNAPSHI President

Rochelle G. Opiana - Administrative Officer IV (HRMO)

Division HRMPSB Secretariat:

Relyn B. Gallardo – Administrative Officer II

2. The Personnel In-Charge of personnel action shall provide secretariat services and maintain records of proceedings of the selection and deliberations. The Division Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following roles/ functions and responsibilities:

a. Evaluates and deliberates the qualifications of the applicants listed in the selection line up en banc;

b. Makes a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position;

c. Conducts assessment such as; written examination, skill tests, interview of qualified candidates;

d. Adopts the Equal Employment Opportunity Policy (EEOP) to all qualified applicants, including persons with disabilities (PWD), member of Indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE) applicants.

e. Submits the short list of qualified applicants to the appointing authority whose points are comparatively at par with other based on the comparative assessment of the determined factors.

3. Any member who has a relative within the third degree by affinity or consanguinity with any of the applicants shall inhibit himself/herself.

4. For information and guidance of all concerned.



**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

