



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

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2023-0245

To: ALBERTO JR. A. SUMAOY, Administrative Assistant III

Subject: Designation as Secretariat to the Human Resource Merit Promotion Selection Board (HRMPSB) of the Division

Date: July 24, 2023

In the exigency of the service and in addition to your regular duties as In-charge in the preparation and issuance of entry and indorsement letters for personnel for transfer, you are hereby designated to act as Secretariat to the Division Human Resource Merit Promotion Selection Board (HRMPSB) in all its deliberations effective immediately.

It is advised that you assume all accountabilities and responsibilities in the upkeep of received documents of teaching, teaching related, non-teaching personnel and school heads vying for the positions to be filled and or reclassified. As the Division HRMPSB Secretariat you shall keep Minutes of HRMPSB Meeting/Deliberations and document the highlights of the Open Ranking. Additionally, you may also conduct and evaluate the results of the BI of the candidates to be submitted to the HRMO.

This designation does not carry with it additional remuneration nor priority in promotion and is TEMPORARY in nature, subject to recall by this Office when Pdeemed necessary.

Please be guided accordingly.

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

For the Schools Division Superintendent:

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent



Conforme:

PER/rbg

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