



Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

August 4, 2025

**DIVISION MEMORANDUM**  
 No. 319 s. 2025

**COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT  
 PROMOTION AND SELECTION BOARD (HRMPSB) AND  
 SUB-COMMITTEES**

**TO:** Chief Education Supervisors, CID and SGOD  
 Public Schools District Supervisors/In-charge  
 Elementary and Secondary School heads  
 Administrative Officer II  
 All Others Concerned

- Pursuant to the provisions of DepEd Order No. 19, s. 2022 titled "The Department of Education Merit Selection Plan", DepEd Order No. 7, s. 2023 titled "Revised Guidelines on the Selection, Promotion, and Designation of School Heads and Other Related Personnel", and its amendment DepEd Order No. 21, s. 2024, this Office issues the updated composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) for the assessment and evaluation of applicants for various positions.
- The composition of the Regular HRMPSB for the SDO and School Levels shall be:

<b>HRMPSB Members First Level Positions, Second Level, including Second Level Executive/Managerial Positions</b>	<b>SDO Benguet HRMPS Composition</b>	
	<b>For Non-Teaching, School Administrators and Related Teaching Positions.</b>	<b>For Teaching Positions</b>
<b>Chairperson:</b> Assistant Schools Division Superintendent	SAMUEL T. EGSAEN JR., CESO VI	SAMUEL T. EGSAEN JR., CESO VI
<b>Members:</b> Chief SGOD/CID	LUCIO B. ALAWAS	ALADIN M. DOBINTO

School or District Head/Division Chief where the vacancy exists	School Head/PSDS or PSDI/Division Chief	School Head
Administrative Officer V for the Administrative Services Section	MAHAL M. RIFANI	MAHAL M. RIFANI
Administrative Officer IV (HRMO)	MEL W. ALINGBAS	MEL W. ALINGBAS
Representative of accredited employee's union/association belonging to the teaching group/NAPSSHI	DANIEL D. PEREDO Alternate: Johnson Legaspi - PESPA President	DANIEL D. PEREDO Alternate: Johnson Legaspi - PESPA President
Secretariat	YOLANDA AGUSTIN	YOLANDA AGUSTIN

3. To facilitate the comparative assessment process, the following subcommittees are designated. These sub-committees shall serve as assistorial body to the HRMPSB. The HRMPSB shall still maintain accountability for the results of the comparative assessment of applicants.

	<b>DISTRICT</b>	<b>SCHOOL</b>
Sub-Committee Presiding Officer	PSDS/PSDI	School Head
Members	School Heads/TIC's or others as designated by the PSDS/PSDI	Head Teachers, Master Teachers or others as designated by the school head.
	Admin Officer II	Admin Officer II/IV
Secretariat	To be designated by the PSDS/PSDI	To be designated by the School Head

4. The HRMPSB 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:
- 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;
  - 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;
  - Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
  - Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  - 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.
5. This Memorandum shall take effect immediately and shall remain in force unless superseded or revoked by subsequent issuances. All concerned are enjoined to ensure compliance with the provisions of this issuance.
6. For immediate and appropriate dissemination and compliance.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and  
concurrent Officer-in-Charge  
Office of the Schools Division Superintendent

OSDS/MMR