



Republic of the Philippines
Department of Education
 Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

DEPED-DIVISION OF SURIGAO DEL SUR	
RELEASED	
DATE: Feb. 13, 2024	
TIME: 2:21 pm	
SIGNATURE:	

Office of the Schools Division Superintendent

February 7, 2024

Division MEMORANDUM
 No. 063, s. 2024

**RECOMPOSITION OF DIVISION HUMAN RESOURCE MERIT,
 PROMOTION AND SELECTION BOARD (HRMPSB)**

To: HRMPSB MEMBERS

1. Pursuant to DepEd Order No. 19, s. 2022 or DepEd Merit Selection Plan (MSP), DepEd Order No. 7, s. 2023 or Recruitment Selection and Appointment (RSA), and CSC Memo CSC MC No. 3, s. 2012, re: *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)* as revised, this division reconstitutes its HRMPSB effectively immediately, as follows:

Chairperson/Assistant Schools Division Superintendent:

DR. LAILA F. DANAQUE, CESO VI

Assistant Schools Division Superintendent

Office where Vacant Position(s) exist	Name of Division Chief / Unit Head to represent	Alternate
School Governance Operations Division (SGOD)	CARLOS TIAN CHOW CORREOS Chief, SGOD	JOVIXSON DALURA Planning Officer III
Curriculum Implementation Division (CID)	REGINA EUANN A. PUERTO Education Program Supervisor (EPS)	CID Officer In-charge
Non - Teaching Positions	SHIRLENE E. CRABAJALES Administrative Officer V	ERLYN MANGADLAO SEPS-HRD

Division Human Resource Management Officer (HRMO):

JUNE C. GUERRA

AO IV - HRMO II

Levels	Representatives	Alternate
Level II	ATTY. CALVIN KLEIN E. LIANZA, CPA Division Legal Officer/Employees Union President	DANTE L. GRUMO Admini Officer IV-Supply Officer
Level I	SANDY ELIZALDE Administrative Asssitant III	ROD JOSEPH CORVERA Administrative Asssitant III



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2. The Division 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:

- a. Develop the System of Ranking Positions (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 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 qualifications and competence of applicants for appointment to the vacant positions;
- e. Develop and conduct further assessment such as written examination, skills test, Behavioral Events Interview (BEI), and others, as deemed necessary;
- f. Submit to the appointing authority officer/authority the Comparative Assessment Result (CAR) / Comparative Assessment Result of the Registry of Qualified Applicants (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 CAR;
- i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies;
- j. Search and encourage potential applicants who are already DepEd Surigao del Sur Division employees to apply for promotion as to existing vacant positions;
- k. Utilize succession plan on promotion of vacated positions from Districts or Schools within the DepEd Surigao del Sur Division as one of the guides in the selection and appointment; and
- l. Perform other related functions as may be assigned.

3. For the information of all concerned.

LORENZO O. MACASOCOL, PHD, CESO V
Schools Division Superintendent

Encl.: As stated
References: None

To be indicated in the Perpetual Index under the following subject(s): HRMO/RSP/HRMPSB
JCG/hrmorsphrmsb/ ____/January 15, 2023



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