



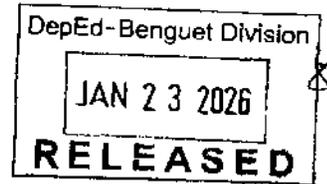
Republic of the Philippines
Department of Education
Schools Division of Benguet

Division Memo: 31 s.2026

January 19, 2026

COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) IN THE SCHOOLS DIVISION OF BENGUET AND SUB-COMMITTEE AT THE DISTRICT AND SCHOOL LEVEL

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID, SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All Others Concerned



- Pursuant to DepEd Order No. 007, s. 2023, entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education," and its amendments under DepEd Order Nos. 021, s. 2024, this Office hereby reconstitutes the Human Resource Merit and Selection Board (HRMSB) for non-teaching, related teaching, and school administration positions.

Governance Level		HRMPSB Members
Schools Office	Division	<p>Chairperson:</p> <ul style="list-style-type: none"> ➤ Assistant Schools Division Superintendent <p>Members:</p> <ul style="list-style-type: none"> ➤ Chief of School Governance and Operation Division ➤ Administrative Officer V (Administrative Services Section) ➤ Administrative Officer IV (HRMO) ➤ NAPSHI President ➤ School/Unit Head or Chief of the Division where the vacancy exists <p>Secretariat:</p> <ul style="list-style-type: none"> ➤ Charmaigne Nonog (ADAS III personnel) ➤ Jevecca Negradas (ADAS III SDS Office) ➤ Wynn Daryll Laop (Admin Aide VI -ASDS Office) <p>Functions: In accordance with DepEd Order No. 007, s. 2023, the Secretariat shall provide administrative and technical support to the HRMPSB, including receiving and validating applications; preparing, consolidating, and safekeeping recruitment and assessment documents (IES, CAR, RQA, RFTP); documenting meetings and deliberations; issuing notices and schedules; coordinating logistical requirements; ensuring proper disclosure of results; maintaining confidentiality of records; and performing other related functions as assigned by the HRMPSB Chairperson.</p>



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2. Consistent with the provision of Section 90 of DO 19, s, 2022, a special HRMPSB for all teaching positions shall likewise be created with the following composition:

Governance Level	HRMPSB Members
Schools Division Office	<p>Chairperson:</p> <ul style="list-style-type: none"> ➤ Assistant Schools Division Superintendent <p>Members:</p> <ul style="list-style-type: none"> ➤ Chief of the Curriculum Division ➤ Administrative Officer V (Administrative Services Section) ➤ Administrative Officer IV (HRMO) ➤ NAPSHI President ➤ School Head where the vacancy exists <p>Secretariat:</p> <ul style="list-style-type: none"> ➤ Charmaigne Norog ➤ Jevecca Negradas ➤ Wynn Daryll Laop

3. To ensure systematic and efficient implementation of the Division Recruitment, Selection, and Placement Process (RSP), the following functions shall be observed by the HRMPSB Members:
- a. Evaluate and deliberate on the qualifications of applicants listed in the selection lineup; conduct a systematic assessment of the qualifications and competencies of candidates in accordance with the appropriate DepEd Orders relative to the positions being assessed; and prepare the list of candidates for recommendation to the appointing authority.
 - b. Conduct further assessments, such as written examinations, skills tests, interviews, and other evaluation activities, for qualified candidates as scheduled by the HRMPSB.
 - c. Submit to the appointing authority a shortlist of the top five (5) ranking candidates, whenever possible, whose overall point scores are initially at par based on the Comparative Assessment Results (CAR) of the determinant factors.
4. Moreover, this Office hereby informs the field of the creation of HRMPSB Sub-Committees to assist in the receipt of applications, initial evaluation, and comparative assessment for field positions. The HRMPSB shall remain accountable for the results of the comparative assessment of applicants.

District and School Level	Team Leader:
	<ul style="list-style-type: none"> ➤ Public Schools District Supervisor/ Public District In-Charge <p>Members:</p> <ul style="list-style-type: none"> ➤ Education Program Supervisor ➤ School Heads ➤ Master Teachers ➤ Representative from Division HRMPSB <p>Secretariat:</p> <ul style="list-style-type: none"> ➤ School based Administrative Officer II



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	In accordance with DepEd Order No. 007, s. 2023, the Secretariat shall provide administrative and technical support to the HRMPSB, including receiving and validating applications; preparing, consolidating, and safekeeping recruitment and assessment documents (IES, CAR, RQA, RFTP); documenting meetings and deliberations; issuing notices and schedules; coordinating logistical requirements; ensuring proper disclosure of results; maintaining confidentiality of records; and performing other related functions as assigned by the HRMPSB Chairperson.
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5. The Schools Division Sub-Committee(s) shall perform the following functions:
 - a. Receive application documents
 - b. Convene applicants for the evaluation of education, training, experience, and LET/PBET ratings.
 - c. Schedule and conduct demonstration teaching following the Philippine Professional Standards for Teachers – Classroom Observable Indicators (PPST-COI) through classroom observation (for teacher applicants).
 - d. Conduct other appropriate evaluative assessments, as may be necessary, such as but not limited to Written Examinations (WE) and Skills or Work Sample Tests (S/WST) to assess the applicants' potential, characteristics or traits, and fitness (i.e., Job Fit, Location Fit, and Organizational Fit);
 - e. Adopt the use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, classroom observation/demonstration teaching, administration of the tests and examinations, BEI, meetings and deliberations, among others, as may be necessary.
 - f. Inform the individual applicant of the results of the deliberation using the RFTP, wherein the applicant affixes their signature to their Individual Evaluation Sheet (IES) to signify their knowledge of and conformity to the process undertaken, and the points given to them.
 - g. Prepare the Comparative Assessment Result-Registry of Qualified Applicants (CAR/CAR-RQA)
 - h. Submit the CAR/CAR-RQA to the Personnel Unit for finalization.
6. All concerned HRMPSB members are expected to be guided by the principles of merit, fitness, competence, accountability, transparency, and equality in the assessment of candidates for appointment.
7. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined

Digitally signed by
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Regional Director and
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