



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
 JAN 04 2023
RELEASED

January 3, 2023

DIVISION ORDER

NO. 01, 52023

CONSTITUTION, DESIGNATION AND DUTIES OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD COMMITTEE AND SUB-COMMITTEES

To: OSDS Division
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
All others concerned

1. Pursuant to DepEd Order No. 19, s. 2022 or the Department of Education Merit Selection Plan, this Office reorganizes the Human Resource Merit Promotion and Selection Board committee and sub-committees effective January 3, 2023.
2. DepEd Order No. 19, s. 2022 paragraph 85 states that the "HRMPSB shall be duly constituted by an Office Order/Designation signed by the Head of Office, which shall include the names and designations of all regular members. Each regular member, except for the Chairperson, shall have one (1) alternate whose name shall also be indicated in the Office Order/Designation".
3. The composition of the Regular HRMPSB for the SDO and School Levels shall be:

HRMPSB Members First Level Positions, Second Level, including Second Level Executive/Managerial Positions		SDO Benguet HRMPS Composition	
		First Level Positions	Second Level, including Second Level Executive/Managerial Positions
Chairperson	Assistant Schools Division Superintendent	Carmel F. Meris	Carmel F. Meris
Members	Chief of the School Governance and Operations Division	Lucio B. Alawas Alternate: Ceasar B. Luma-ang	Lucio B. Alawas Alternate: Ceasar B. Luma-ang
	School Head or Chief of the Division where the vacancy exists	Non Teaching Glenn N. Duguis	Teaching positions Rizalyn A. Guznian





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

	Administrative Officer V for the Administrative Services Section	Glenn N. Duguis Alternate: Melvin L. Alfredo	Glenn N. Duguis Alternate: Melvin L. Alfredo
	Administrative Officer IV (HRMO)	Susan CJ Dawang Alternate: Florabel C. Balanon	Susan CJ Dawang Alternate: Florabel C. Balanon
	Representative of accredited employees association belonging to the first level employees/second level employees	Francisco V. Bagullo, Jr. Alternate: Melvin Alfredo	Daniel Peredo Alternate: Johnson Legaspi
Secretariat	Selected personnel from HR/Administrative Services Section	Maricel Codimdim Nadia Ossic	Maricel Codimdim Nadia Ossic

4. To facilitate the comparative assessment process, the following sub-committees 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.

A. Sub-committee to assess positions for Teacher II, Teacher III, School Librarian, Master Teacher, and Head Teacher. Composition shall be as follows:

Sub-Committee Officer	Presiding	School Head
Members		Head Teacher or Master Teacher Teacher Representative
Secretariat		Administrative Officer 2/To be identified by the presiding officer

B. Sub-committee for non-teaching positions in schools like ADAS II for Senior High Schools and all non-teaching staff for IUs shall be composed as:

Sub-Committee Officer	Presiding	School Head
Members		Head Teacher or Master Teacher AO2/Non-teaching Representative
Secretariat		To be identified by the presiding officer



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

- C. Sub-committee in the assessment of Teacher 1 Applicants to conduct the Behavioral Events Interview, Observation of Demo-Teaching through the COT, and facilitate Teacher Reflection. Composition shall be as follows:

Sub-committee Presiding Officer	PSDS of the District where the Teacher applicants applied
Members	EPS in-charge of the District
	School Head Representative
	Master Teacher Representative
Secretariat	AO 2

5. Reiteration of the HRMPSB roles is stated with reference to DO 19, paragraph 84, thus:
- 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;
 - 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;
 - 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 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;
 - Submit to the appointing officer/authority the Comparative Assessment Result (CAR)/CAR-Registry of Qualified Applicants, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation; maintain fairness and impartiality in the assessment of applicants;
 - Respond to queries and/or complaints pertaining to comparative assessment results;
 - Recommend areas of improvement to the Central Office, through proper channels, on the recruitment, selection, and placement policies; and
 - Perform other related functions as may be assigned.
6. Membership to the HRMPSB shall be considered a regular duty, and shall be treated with utmost priority.





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

7. A quorum is required whenever HRMPSB meetings are called for. A majority of the HRMPSB members shall constitute a quorum; provided that the Chairperson is present (DO 19, par 94).
8. Immediate dissemination of and compliance with this Division Order is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/abd/hrmpsb