



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

27 August 2025

**DIVISION MEMORANDUM**

No. 436, s. 2025

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

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Section Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and DepEd Order No. 19, s. 2022 (The Department of Education Merit Selection Plan), this Office hereby reconstitutes the members of the Human Resource Merit Promotion and Selection Board (HRMPSB).
2. The following are the members of SDO HRMPSB:

<b><i>First and Second Level (Salary Grade 1 – 13) and Master Teacher</i></b>	<b><i>Second Level (Salary Grade 14 – 24) (Second Level, including Second Level Executive/ Managerial Positions)</i></b>
Chairperson: ASDS <b>Rhina O. Ilagan</b>	Chairperson: ASDS <b>Jofit P. Dayoc</b>
Members: 1. <b>David M. Nuay</b> – Chief CID (Teaching) 2. <b>Mario B. Maramot</b> - Chief SGOD (Non-Teaching) 3. Head of the organizational unit where vacancy exists 4. <b>Lou C. Panaligan</b> -AOV Administrative 5. <b>Joemar B. Perez</b> - AO-IV 6. A. <b>Roxanne V. Redubla</b> -ADASII- NEU Representative (Non-Teaching First Level) B. <b>Rosalinda A. Mendoza</b> - NEU Secretary (Non-Teaching Second Level) C. <b>Dario L. Untalan</b> -DBPTAI President (Teaching)	Members: 1. <b>Mario B. Maramot</b> - Chief SGOD 2. Head of the organizational unit where vacancy exists 3. <b>Lou C. Panaligan</b> -AOV Administrative 4. <b>Joemar B. Perez</b> - AO-IV 5. A. <b>Rosalinda A. Mendoza</b> - NEU Secretary (Non-Teaching) B. <b>Aurelia A. Aguila</b> - PESPA President (Elementary School Administration) C. <b>Wilson T. Ojales</b> -NAPSSPHIL President (Secondary School Administration)



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Secretariat: Office of the Chairperson Zhermaine M. Dipasupil	Secretariat: Office of the Chairperson Karla Marie R. Razon
Secretariat from the Personnel Section Joseph Angelo R. Ilao	
(HRMO as member of HRMPSB shall not act as Secretariat)	
<b>TWG:</b> 1. Marian L. Arias 2. Macaria Carina C. Carandang 3. Mercy R. Villanueva 4. Loreta V. Ilao 5. Emerson B. Dalangin 6. Rosalinda A. Mendoza 7. Jimmy J. Morillo 8. Elizabeth R. Tolentino 9. Miguel B. Ularte 10. Ma. Leticia Jose C. Basilan	11. Conie C. Hernandez 12. Avelino B. Mortel 13. Eleazar B. Magsino 14. Lucky May L. Pasia 15. Andrea M. Hernandez 16. Ginalyn U. Macaraig 17. Emiteria B. Villamor 18. Nenita A. Adame 19. Sarah D. Saguin

3. The HRMPSB shall assist the appointing officer/ authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).
4. The members of the HRMPSB shall perform the following functions:
  - 4.1 Develop the SRP which shall be submitted for approval of the appointing officer/ authority, copy furnished the CSC and its filed offices for reference purposes;
  - 4.2 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;
  - 4.3 Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
  - 4.4 Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant position;
  - 4.5 Develop and conduct further assessment such as written examinations, skills test, BEI and others as deemed necessary;
  - 4.6 Submit to the appointing officer/ authority the CAR/ CAR-RQA, highlighting the top five (5) ranking candidates or less and minutes of deliberation;
  - 4.7 Maintain fairness and impartiality in the assessment of applicants;
  - 4.8 Respond to queries and or/ complaints pertaining to the comparative assessment results;
  - 4.9 Recommend areas of improvement to the CO, through proper channels on the recruitment, selection and placement policies; and
  - 4.10 Perform other related functions as may be assigned.
5. The members of the TWG shall perform the following functions:



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SCHOOLS DIVISION OF BATANGAS

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- 5.1 To assist in the conduct of the comparative assessment of applicants and facilitate the evaluation process;
  - 5.2 Evaluate and deliberate the qualifications of all applicants based on the approved Agency MSP and specific hiring guidelines;
  - 5.3 Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions; and
  - 5.4 Maintain fairness and impartiality in the assessment of applicants.
6. For information and strict compliance.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ Recomposition of HRMPSB/  
S1-111180 / 08/27/2025