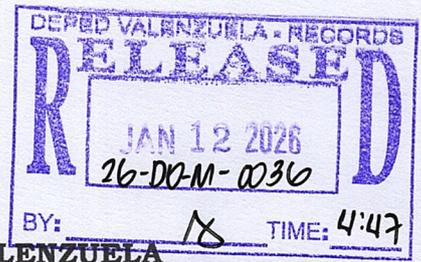


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE – CITY OF VALENZUELA

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 0030, s. 2026

**RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
Public and Private Elementary and Secondary School Heads/OICs
The Concerned Public

1. Consistent with the provisions of **Section 90 of DepEd Order 19, s. 2022** otherwise known as **The Department of Education Merit and Selection Plan**, anchored with DepEd Order 20, s. 2024 titled “*Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions*”, and DepEd Order 24, s. 2025 titled “*Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*”, this Office hereby reconstitutes the Human Resource Merit Promotion and Selection Board (HRMPSB) **effective January 13, 2026.**

For Teacher 1 and Higher Teaching Positions:

Chairperson

Dr. Ernest Joseph C. Cabrera

OIC, Assistant Schools Division Superintendent

Regular Members	Alternate Members
Mr. Filmore R. Caballero Chief, CID	Dr. Melvin Willy II B. Roque Public Schools District Supervisor
Atty. Mark Angelo S. Enriquez Attorney III/OIC, Administrative Officer V	Mr. Maximo S. Fernandez, Jr. Administrative Officer IV
Mrs. Clarinda M. Omo Administrative Officer IV (HRMO)	Ms. Aleah Larise DL. Del Rosario EPS – II, HRDS
Mrs. Josephine S. Wenceslao President, ACT – Valenzuela City Chapter	Mr. Abner S. Ganila Vice-President, ACT – Valenzuela City
Dr. Eddie A. Alarte President, Valenzuela Secondary Schools Association	Duly Authorized Representative
Dr. Lilibeth S. Gozo President, PESPA – Valenzuela City	Duly Authorized Representative



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Official Website: <https://www.depedvalenzuela.com>



**For Related Teaching and Non-Teaching Positions:
Second Level including Managerial Positions**

Chairperson

Dr. Ernest Joseph C. Cabrera
OIC, Assistant Schools Division Superintendent

Regular Members	Alternate Members
Dr. Baltazar M. Gayem Chief, SGOD	Dr. Salvador A. Gaban Education Program Supervisor
Atty. Mark Angelo S. Enriquez Attorney III/OIC, Administrative Officer V	Mr. Maximo S. Fernandez, Jr. Administrative Officer IV
School Head or Chief Division/Unit <i>where the vacancy exists</i>	Duly Authorized Representative of the School Head or Chief Division/Unit <i>where the vacancy</i> <i>exists</i>
Mrs. Clarinda M. Omo Administrative Officer IV (HRMO)	Ms. Aleah Larise DL. Del Rosario EPS – II, HRDS
Any of the following representatives from the accredited employees' union/association belonging to the second level employees	
Regular Members	Alternate Members
For School Administrators	
Dr. Eddie A. Alarte President, Valenzuela Secondary School Principals Association	Duly Authorized Representative from VALSSPA
Dr. Lilibeth S. Gozo President, PESPA – Valenzuela City	Duly Authorized Representative from VALSSPA
For Supervisory – Related Teaching	
Dr. Melvin Willy II B. Roque President, PSDSA-Valenzuela City Chapter	Duly Authorized Representative from PSDSA-Valenzuela City Chapter
Dr. Alfredo A. Galicia President, EPSA – SDO, Valenzuela City	Duly Authorized Representative from EPSA – SDO, Valenzuela City
For Supervisory – Non-Teaching	
Mr. Noel E. Reyes President, Non-Teaching Association (Second Level)	Duly Authorized Representative from Non-Teaching Association (Second Level)

**For Related Teaching and Non-Teaching Positions:
First Level**

Chairperson

Dr. Ernest Joseph C. Cabrera
OIC, Assistant Schools Division Superintendent

Regular Members	Alternate Members
Dr. Baltazar M. Gayem Chief, SGOD	Dr. Salvador A. Gaban Education Program Supervisor
Atty. Mark Angelo S. Enriquez Attorney III/OIC, Administrative Officer V	Mr. Maximo S. Fernandez, Jr. Administrative Officer IV
School Head or Chief Division/Unit <i>where the vacancy exists</i>	Duly Authorized Representative of the School Head or Chief, Division/Unit <i>where the vacancy</i> <i>exists</i>

Mrs. Clarinda M. Omo Administrative Officer IV (HRMO)	Ms. Aleah Larise DL. Del Rosario EPS – II, HRDS
Regular Members	Alternate Members
Ms. Maybelle S. Faustino President, Non-Teaching Association (First Level)	Duly Authorized Representative from Non-Teaching Association (First Level)

A majority of the HRMPSB shall constitute a quorum, **PROVIDED THAT, the Chairperson is present.** Each regular member, except for the Chairperson, shall have one (1) alternate. Posting of the HRMPSB composition in the agency bulletin board shall be required.

2. 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. During the comparative assessment, HRMPSB shall observe the following:

- a. Convene the applicants in a group to witness the paper evaluation;
- b. Evaluate and compute the points for Education, Training (in hours), Experience (in years), and Performance Rating of applicants using the rubrics provided in this Order;
- c. Assess, deliberate, and rate the applicants' competencies on the Classroom Observable Strands/Indicators through the conduct of classroom observation following the rubrics and protocols provided in this Order;
- d. Assess the applicants' competencies on the Non-Classroom Observable Strands/Indicators through the assessment of portfolio annotations and BEI in accordance with the rubrics and protocols provided in this Order;
- e. 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 potential, characteristics or traits, and fitness (i.e., Job Fit, Location Fit, and Organizational Fit);
- f. 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;
- g. Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicant affixes their signature to signify their knowledge of and conformity to the process undertaken and the points given to them;
- h. Prepare and submit a duly signed results of the comparative assessment to the appointing officer/authority within seven (7) calendar days after all the applicants have been assessed.

3. Selected personnel from HR Section/Administrative Services Unit shall form as Secretariat as designated by the Chairperson. The HRMPSB Secretariat shall document the process of starting up to the comparative assessment using the Minutes of Deliberation (see prescribed template in Annex H). Any appeal, if any, pertaining to the individual results as well as the HRMPSB's response, resolution, or action shall be reflected in the documentation. In the event that an applicant fails or refuses to sign the JES, the official Minutes of Deliberations shall indicate such fact, and it shall suffice to establish the integrity of the assessment process.

Secretariat		
Name	Official Designation	Secretariat Role
Mr. Christian G. Bumatay	Administrative Officer II	System Encoder
Mr. Jeffrey I. Catoto	Administrative Assistant II	Scribe 1/Assistant
Ms. Jackie Tan	Administrative Aide III	Minute Taker

4. Based on the recommendation of the HRMPSB, the Superintendent may designate sub-committee/s in the districts, or offices, as deemed practicable, to assist the HRMPSB in the process of comparative assessment. The list of sub-committee/s per subject areas and key stages shall be released on a separate memorandum.

5. For the complete copy of the DepEd Order No. 20, s. 2024, you may visit www.deped.gov.ph.

6. This Memorandum shall serve as **Designation Orders** for the abovementioned officials and personnel. **HRMPSB members, and Secretariat must give utmost priority to their tasks over all other work until a selection and evaluation is complete, treating it like a full-time "jury duty" to ensure speed, focus and integrity of the process.**

7. Immediate dissemination of and strict compliance with this memorandum is earnestly desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated

References: DO 19, s. 2022, DO 22, s. 2024, DO 21, s. 2024, DO 24, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE

OFFICIALS

PROCUREMENT

ASDS/DM - RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)
_____/January 09, 2026