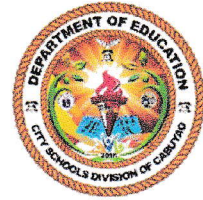


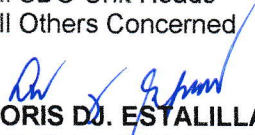


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC, Assistant Schools Division Superintendent
OIC-Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Elementary and Secondary School Heads
All SDO Unit Heads
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
OIC, Schools Division Superintendent

SUBJECT : **RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD FOR THE NON-TEACHING AND TEACHING
RELATED POSITIONS**

DATE : February 02, 2018

1. Pursuant to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", the Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted, to wit;

Chairman: **Elvira B. Catangay, Ed.D.**
OIC – Assistant Schools Division Superintendent

Members: **Head of division/unit where the vacancy exists**

Edna F. Hemedez
CID Chief

Jose Charlie S. Aloquin
OIC, SGOD Chief

Noel G. Sequito, Ed.D.
Administrative Officer V

Maria Victoria B. Rodriguez
Head Teacher III

Jhoanna M. Manzanero
Administrative Officer IV (Personnel)

Secretariat: **Jywell R. Jain**

2. The Human Resource Merit Promotion and Selection Board shall:
 - a. Evaluate and deliberate the qualifications of those listed in the selection line up en banc.
 - b. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
 - c. Conduct further assessment such as: written examination, skills tests, interview and others of qualified applicants.
 - d. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other.
3. Immediate and wide dissemination of this Memorandum is desired.