



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JAN 05 2026

REGIONAL MEMORANDUM

No. 003, s. 2026

To: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

**CONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD IN DEPED NEGROS ISLAND REGION**

1. Pursuant to DepEd Order No. 019, s. 2022, titled “The Department of Education Merit Selection Plan”, DepEd Order No. 007, s. 2023, titled “Guidelines on Recruitment, Selection and Appointment in the Department of Education” and CSC Resolution No. 2500358, s. 2025, titled “2025 Omnibus Rules on Appointments and other Human Resource Actions”, specifically Section 90, the Human Resource Merit Promotion and Selection Board (HRMPSB) of this Office is hereby constituted as follows:

Chairperson: **Anthony H. Liobet JD, CESO V**
OIC, Office of the Assistant Regional Director

Members: **Dr. Neri C. Ojastro, CESO V**
Schools Division Superintendent
SDO Negros Oriental

Dr. Edmark Ian L. Cabio, CESO VI
Schools Division Superintendent
SDO Dumaguete City

Dr. Anelito A. Bongcawil, CESO V
Schools Division Superintendent
SDO Bayawan City

Dr. Bernadette A. Susvilla, CESO V
Schools Division Superintendent
SDO Bais City

Secretariat: **Atty. Ronald P. Villanueva Jr.**
Legal Officer IV-Designate

Adorni G. Sanchez
OIC, Administrative Officer V

Ma. Jamaica G. Patigas
Administrative Assistant III

2. The HRMPSB shall perform the following functions and duties pursuant to DepEd Order No. 019, s. 2022, to wit:



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- a. 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;
- b. 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;
- c. Evaluate and deliberate the qualifications of all applicants in accordance with the Merit Selection Plan (MSP), the provisions of the ORAOHRA, and relevant hiring guidelines;
- d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
- e. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
- f. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
- g. Maintain fairness and impartiality in the assessment of applicants;
- h. Respond to queries and/or complaints pertaining to the comparative assessment results;
- i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies;
- j. Perform other related functions as may be assigned; and
- k. The HRMPSB shall adhere to the Equal Employment Opportunity Principle (EEOP) in evaluating the qualified applicants pursuant to the following:
 1. RA No. 9710: An Act Providing for the Magna Carta of Women;
 2. RA No. 10911: An Act Prohibiting Discrimination Against Any Individual in Employment on Account of Age and Providing Penalties Therefor;
 3. RA No. 7192: Women in Development and Nation Building Act;
 4. RA No. 7277: An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for Other Purposes;
 5. MC. No. 48, S. 2013: Adoption of the Gender Equality Guidelines in the Development of Media Policies and Implementing Programs to Promote Gender Mainstreaming;
 6. RA No. 9994: An Act Granting Additional Benefits and Privileges to Senior Citizens, further Amending Republic Act No. 7432, as Amended, Otherwise Known as "An Act to Maximize the Contribution of Senior Citizens to Nation Building, Grant Benefits and Special Privileges and for Other Purposes"; and
 7. RA No. 11313: An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor.
3. In performing their respective functions, they must be guided by the pertinent provisions of DepEd Order No. 019, s. 2022, CSC Resolution No.



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2500358, s. 2025, relevant Civil Service Commission rules and regulations and other pertinent guidelines issued by the Department of Education.

4. The Chairperson and the members are further directed to attend a face-to-face meeting on January 6, 2026, 2:00 PM at the Office of the Assistant Regional Director.

5. Immediate dissemination of and strict compliance with this Order are directed.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: N/A

Reference: As stated

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

APPOINTMENT
BOARDS
COMMITTEES

EMPLOYEES
OFFICIALS
POLICY

PROMOTION
RECRUITMENT
SELECTION

ASD/PS/AGS/REGIONAL MEMO - S. 2025 dissemination-Constitution of NIR Human Resource Merit Promotion and Selection Board HRMPSB