Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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August 25, 2026

DIVISION MEMORANDUM
No. OSDS-PS No. 169 s. 2026

RECONSTITUTION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION SELECTION BOARD (DHRMPSB)

To: Assistant Schools Division Superintendent
Chiefs of the Functional Division
Education Program Supervisors
Public School District Supervisors / Principals In-charge
Public Elementary and Secondary School Administrators
Teaching and Nonteaching Personnel
All others concerned

1. Pursuant to DepEd Order No. 019, s. 2022 re: The Department of Education Merit and Selection Plan and the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised 2025, this office hereby reconstitutes the composition of the Division Human Resource Merit Promotion Selection Board (DHRMPSB) effective immediately.

2. The new DHRMPSB is composed of the following:

First Level Positions

Chairperson:

Mohalidin M. Suaeb – OIC-Assistant Schools Division Superintendent

Members:

1. **Sadat T. Sinolinding** – OIC-Chief SGOD
2. **Melvin P. Fortuna** – Administrative Officer V
3. **Rowena Jessette S. Villa** – Administrative Officer IV (Personnel)
4. **School Head or Chief of the Division/Section where the vacancy exists**
5. **Nida P. Claudio** – Budget Officer V
6. **Ela Mae P. Fortuna**-Administrative Assistant III

Secretariats:

1. **Renalyn M. Landerio** – Administrative Assistant III
2. **Arlene C. Montero** – Administrative Assistant III
3. **Cynthia B. Berba -** Administrative Aide VI
4. **Angel D. De Guzman**-Administrative Assistant III

Second Level Positions (including Executive/Managerial)

Chairperson:

Mohalidin M. Suaeb – OIC-Assistant Schools Division Superintendent

Members:

1. **Sadat T. Sinolinding**- OIC-Chief SGOD
2. **Melvin P. Fortuna** – Administrative Officer V
3. **Rowena Jessette S. Villa** – Administrative Officer IV (Personnel)
4. **School Head or Chief of the Division/Section where the vacancy exists**
5. **Nida P. Claudio** – Budget Officer V
6. **Wendy P. Porras** – Administrative Officer II

Secretariats:

1. **Kevin Lloyd V. Hijastro** – Education Program Specialist II (HRD)
2. **Joanne Grace D. Maputi** – PDO II (LRMS)
3. **Rowena L. Agner**- Administrative Assistant III
4. **Hannah B. Ancheta**- Administrative Aide VI
5. **Mae Ann A. Beton**- Administrative Assistant II

Special HRMPSB (Teaching Position)

Chairperson:

Mohalidin M. Suaeb – OIC-Assistant Schools Division Superintendent

Members:

1. **Ismael M. Ambalgan** – CID Chief
2. **Melvin P. Fortuna** – Administrative Officer V
3. **Rowena Jessette S. Villa** – Administrative Officer IV (Personnel)
4. **School Head where the vacancy exists**

Secretariats:

1. **Renalyn M. Landerio** – Administrative Assistant III
2. **Wendy P. Porras** – Administrative Officer II
3. **Rowena L. Agner**- Administrative Assistant III
4. **Hannah B. Ancheta**- Administrative Aide VI
5. **Mae Ann Beton**- Administrative Assistant II
6. **Angel D. De Guzman**-Administrative Assistant III

3. To add force to **DHRMPSB** for various positions and to ensure speedy process of interview and validation of documents, the following division personnel are added as members of the committee, to wit:

First Level Positions

1. Erwin P. Soroysoroy, CPA, MPA –OIC- Accountant III

2. Lazaro P. Oriel – SEPS (HRD)
3. Mark Carlo D. Buyao – SEPS (SMME)
4. Richard A. Fernandez – ITO Officer
5. Liza B. Romallosa – AO IV (Cash)

Second Level Positions

1. Sheryl L. Osano – EPS (LRMS)
2. Mary Grace B. Leysa – EPS (English)
3. Josevic F. Hurtada – EPS (Filipino)
4. Haron B. Kartil – EPS (Araling Panlipunan)
5. Baipina M. Balubugan – EPS (Values Education)
6. Palerma S. Segura Sra – EPS (ALS)
7. Arnulfo D. Dinero – EPS (TLE)
8. Rodolfo B. Bermudo Jr. – EPS (Math)
9. Ronald F. Ramirez – EPS (MAPEH)
10. Sadat T. Sinolinding – OIC-Chief SGOD
11. Cherry B. Escoto-OIC EPS(Science)

4. The **DHRMPSB** shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but not be limited to, the following:

a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished to the CSC and its field offices for reference purposes;
b. Recommend to the appointing officer/authority the designation of subcommittee/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 this policy, 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 assessments 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; and
j. Perform other related functions as may be assigned.

k. Evaluate and deliberate the qualifications of those listed in the selection lineup en banc;
l. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position;
m. Conduct further assessment, including but not limited to written examination, skills tests, interview, and personality development tests for all qualified candidates; and
n. Submit to the appointing authority the short list of a maximum of candidates for each vacant item, whenever possible, whose overall point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.

5. In addition to the specified tasks of the DHRMPSB, the same shall be responsible for crafting localized guidelines aligned with the equal opportunity policy, reviewing existing policies on RSP for recommendation for top management decision, and formulation of processes and procedures, including monitoring and evaluation tools, for recruitment, selection and placement (RSP) of applicants to track its efficiency and opportunities for improvement.

6. For purposes of efficiency and ascertaining that the committee achieves its tasks, it is still expected to function even in the absence of the chairperson and/ or co-chair. In this case, the remaining members of the committee can elect a temporary chair among themselves. Hence, in the chairperson's absence, the co-chair can convene the committee and act on matters as appropriate.

7. Membership in the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.

8. Attached is the Recruitment, Selection and Placement process flow reference.

9. This memorandum automatically rescinds previous office issuances regarding this matter.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects

COMMITTEE **PERSONNEL** **RECRUITMENT, SELECTION & PLACEMENT**

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