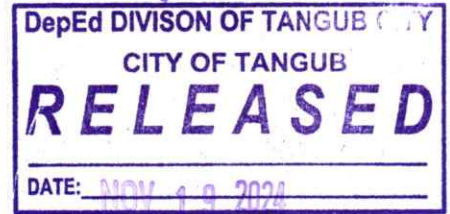




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



November 4, 2024

**DIVISION MEMORANDUM**  
 No. 313 s. 2024

**RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) SECRETARIAT**

To: HRMPSB Chairperson  
 HRMPSB Members  
 HRMPSB Secretariat

1. With Reference to Division Memorandum No. 70, s. 2024 dated February 22, 2024, re: "NEW COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD", this Office hereby informs the concerned for the reconstitution for the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat effective immediately:

- |                                 |                             |
|---------------------------------|-----------------------------|
| <b>Lovely Marygold C. Borja</b> | - Administrative Officer II |
| <b>Anna Lou B. Flores</b>       | - Administrative Officer II |
| <b>Cresilda L. Carreon</b>      | - Administrative Officer II |
| <b>Beberlie E. Daniel</b>       | - Administrative Officer II |

2. The following are the duties and responsibilities as Members of the HRMPSB Secretariat:

- a. Assist the HRMO in the preparation of Initial Evaluation Results (IER) and Annex E (Qualification Notice) or Annex F (Disqualification Notice);
- b. Perform secretariat and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates;
- c. Evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions;
- d. Prepare the necessary documents/templates to be used by the HRMPSB during the screening/interview and deliberation process; and
- e. Perform other related functions as may be assigned.

3. The duties and functions shall not entail additional compensation and shall continue until rescinded.

4. Immediate dissemination of this Memorandum to all concerned is enjoined.

*Shambaeh A. Abantas-USman*  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent  
*11/19/24*

SAAU/LMCB/11-4-2024  
 To be indicated in the Perpetual Index  
 Under the following subjects:

APPOINTMENT PROMOTION HUMAN RESOURCE PERSONNEL SELECTION BOARD RANKING



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