



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

March 1, 2022

**OFFICE ORDER**

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

Chairperson: **NIMFA R. LAGO, PhD, CESE**  
Assistant Schools Division Superintendent

Member: **MARIA ASUNCION G. RAFOLS**  
School Principal II  
MOPSTEA President

Member: **INGRID C. HEBRON, PhD**  
Administrative Officer V

Member: **MELANIE C. ESTENZO**  
Administrative Officer IV (Personnel)

Representative for Ranking for NonTeaching Positions:

Member: **MARK LORREN T. TEJANO**  
Administrative Officer V (Budget Officer)  
NEU President

Head of school where the vacancy exist:

Member: **ABDON C. BACAYANA**  
School Principal IV (Secondary)  
DAPSCHI President

Member: **REYNALDO V. MAGAN**  
School Principal I (Elementary)  
PESPA President

Pursuant to Deped Order 66, s. 2007, the foregoing chairperson and members of the Division HRMPSB shall perform the following:

1. Evaluate and deliberate the qualifications of those listed in the selection line up *en banc*;
2. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position;



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3. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates; and
4. Submit to the appointing authority the short list of top five (5) ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.

Additional function:

Formulate customized screening criteria, guidelines and tools when needed.

For information and guidance.

**JONATHAN S. DELA PENA, PhD, CESO V**  
Schools Division Superintendent