



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 SCHOOLS DIVISION OF DUMAGUETE CITY

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 MAY 25 2023

**Office of the Schools Division Superintendent**

**UNNUMBERED MEMORANDUM**

**TO :** ALL CONCERNED

**FROM :** CASIANA P. CABERTE, PhD., CESE  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

**RE :** DESIGNATION AS CHAIR AND MEMBERS OF THE HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD AND ITS ROLES AND FUNCTIONS

**DATE :** May 24, 2023

1. This is to advise you of your designation as the Chair, Co-Chair and members of the Division Human Resource Management Personnel Selection Board, effective immediately for SY 2023-2024/CY 2023-24.

<b>DESIGNATIONS:</b>	<b>NAMES</b>
Chairperson-PSB and DSC	<b>ATTY. ESTER A. FUTALAN, Ed.D.</b> -ASDS
PSB Co-Chair (Teaching) and DSC Co-Chair for Elementary	<b>DR. JUDITHA O. MAPUE</b> - CID Chief
PSB Co-Chair (Non-Teaching) and DSC Co-Chair for Junior High School	<b>DR. NELSON A. CADAY</b> - SGOD Chief
Co-Chair DSC for Senior High School	<b>MR. JOSE C. MIRAFLOR</b> - EPSvr, TLE
PSB MEMBERS:	<b>MRS. MONINA U. LACSON</b> - AO V <b>MS. MARIA CARMELA M. VISPERAS</b> - AO IV <b>MR. GAUVIN T. ABSIN</b> , ACCT III <b>MRS. EUDES L. BELTRAN</b> - Principal, PESPA President <b>DR. ALDEN A. RABINA</b> - Principal, NASSPHIL President <b>DR. FLOREGENE EPAN</b> - President, Teaching Personnel Association <b>MRS. JUNABETH MARIE T. PIÑERO</b> - President, Non-Teaching Association <b>MR. MANUEL C. SAYSON</b> - Level I Representative <b>MR. SEAN ADRIAN T. GUARDIANO</b> - Level II Representative
Secretariat:	<b>MS. MARY HANNAH G. LIGUTOM</b> , ADAS III <b>MRS. ANA RHEA LYN M. GUAREN</b> , ADA VI

2. The Human Resource Management Personnel Selection Board shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with their roles to include, but are not limited to, the following:

- a. 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;



Address: Taclobo, Dumaguete City, Negros Oriental  
 Telephone Nos.: (035) 421-2262/(035) 225-0603/(035) 523-6689  
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- b. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
  - c. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  - d. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
  - e. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
  - f. Maintain fairness and impartiality in the assessment of applicants;
  - g. Respond to queries and/or complaints pertaining to the comparative assessment results;
  - h. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
  - i. Perform other related functions as may be assigned.
3. Immediate dissemination of and compliance with this Memorandum are desired.

**CASIANA P. CABERTE. PhD., CESE**  
Officer-In-Charge

Office of the Schools Division Superintendent

CPC/EAF/mcmv



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