



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

June 28, 2021

DIVISION MEMORANDUM
No. 222 s, 2021

**ONE-DAY ORIENTATION WORKSHOP OF DIVISION AND SUB-COMMITTEE HRMP SB
OF SCHOOLS DIVISION OF CEBU**

TO: Assistant Schools Division Superintendents
Division Chief
Public Schools District Supervisors /District Caretakers
Public Elementary and Secondary School Heads
Elementary and Secondary School Teachers
All Other Concerned

1. This Office announces the Composition of the Human Resource Merit and Promotion and Selection Board (HRMP SB) Sub-Committee in the six (6) sub-offices of Division of Cebu Province to facilitate the Quality Assurance of Pertinent documents of Newly-Hired and Newly-Promoted Teaching and Non-Teaching personnel. Refer to enclosure for complete list of HRMP SB Sub-Committee members.
2. Orientation of the HRMP SB Sub-Committee members is on July 5, 2021 at 9:00 o'clock in the morning at Deped Ecotech Center – Annex Dining, Sudlon, Lahug, Cebu City.
3. Participants shall strictly comply at all times all precautionary measures in reporting to the venue and going back home such as but not limited to social distancing, wearing of masks, gloves and shield and frequent handwashing of hands, etc.
4. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
6. Widest dissemination of this Memorandum is highly desired.

MARILYN S. ANDALES Edd, CESO V
Schools Division Superintendent

9 | 1



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COMPOSITION OF THE HRMPSB DIVISION COMMITTEE

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL
Chairman:	ASDS/PSB Chairman	Anelito A. Bongcawil, EdD CESO VI
Members:		
	Head of Organizational Unit where vacancy exists.	
	TEACHING (PSDS in-charge in Sub-Office)	Liloan Sub-Office Prescila R. Cacanog
		Medellin Sub-Office Nenita A. Abello
		Balamban Sub-Office Tony A. Aplacador
		San Fernando Sub-Office Joel Umbay (<i>alternate</i>)
		Dalaguete Sub-Office Cecilia C. Cartilla
		Badian Sub-Office Minerva A. Zozobrado
	NON-TEACHING	Jeremy C. Denampo, AOV
	HRMO directly responsible for the recruitment, selection and placement.	Monina Sarah M. Pomarejos, AO-IV
	Representative of the rank & file career employees, from first level and from the second level.	
	TEACHING	Dr. Victor A. Ybañez
	NON-TEACHING	Atty. Orville Dela Cerna



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COMPOSITION OF THE HRMPSB SUB-COMMITTEE
(NORTH AREA)

SUB-OFFICE: LILOAN

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Prescilla R. Cacanog, EdD	
Members:			
	Elementary School Principal	Frederick C. Buot	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Arlene D. Buot	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Abegail R. Villamor	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Aris Vincent Gayoso	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	Marlette Q. Sabino	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff	Chere B. Velasquez	in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation

SUB-OFFICE: MEDELLIN

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Nenita B. Abello	
Members:			
	Elementary School Principal	Dr. Vivian P. Maglasang	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Maribell J. Fuentes	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Marjun F. Mojedo	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Albert O. Orbeta	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	Cyndelin Puso	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff	Gelly Ann S. Cabarles	in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation

SUB-OFFICE: BALAMBAN

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Tony T. Aplacador	
Members:			
	Elementary School Principal	Julieta M. Abellana	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Marivic M. Yballe	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Tess P. Englis	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Rangel V. Milan	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	Joren Jezely C. Palicte	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff	Gilma Gadia	in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation



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COMPOSITION OF THE HRMPSB SUB-COMMITTEE
(SOUTH AREA)

SUB-OFFICE: SAN FERNANDO

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Victor A. Ybañez	
Members:			
	Elementary School Principal	Florinda M. Soronio	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Rochie G. Villamero	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Cherryl R. Pardillo	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Gay T. Zafra	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	James Scott V. Sanie	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff		in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation

SUB-OFFICE: DALAGUETE

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Cecilia C. Cartilla	
Members:			
	Elementary School Principal	Jovencia Sanchez	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Cresente Piñol	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Maryam Rovie Conde	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Rolando Beduya	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	Bethany Uraca	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff	Estela Tagarao	in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation

SUB-OFFICE: BADIAN

	HRMPSB COMMITTEE	DESIGNATED PERSONNEL	Remarks
Chairman	PSDS in-Charge of Sub-Office	Minerva A. Zozobrado	
Members:			
	Elementary School Principal	Pamela T. Andan	to handle Elementary folders during convene/quality assurance
	Secondary School Principal	Candida C. Purgatorio	to handle JHS & SHS folders during convene/quality assurance
	Elementary Teacher	Emmie F. Mayola	to handle Elementary folders during convene/quality assurance
	Secondary Teacher	Jenny S. Borja	to handle JHS & SHS folders during convene/quality assurance
	Non-Teaching Personnel	Desiree Mondado	to handle Non-teaching folders during convene/quality assurance
Secretariat:	Office Staff	Ryan Avenido	in-charge in the receiving of proposals & pertinent documents (pink, yellow and blue folders) for HRMPSB validation



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SCHEDULE OF ACTIVITIES OF THE HRMPSB SUB-COMMITTEE IN THE QUALITY ASSURANCE OF
PERTINENT DOCUMENTS OF TEACHING AND NON-TEACHING PROSPECTIVE APPOINTEES

DATE	VENUE	TIME	No. of Working Days	ACTIVITIES
1 st week of every month	Sub-Office	8:00am-5:00pm	5 days	Acceptance and Initial Validation of Pink folders based on the checklist thru the HRMPSB Secretariat Note: ONLY pink folders with complete documents shall be received.
2 nd week of every month	Sub-Office	8:00am-5:00pm	2 days	Convene of the HRMPSB Sub-Committee to facilitate Documents Review of Pink folders submitted and received by the secretariat
3 rd week of every month	Division Office –HR Section	8:00am-5:00pm	5 days	Submission of Validated Pink folders with transmittal (printed and e-copy) and minutes of the convene duly signed by the HRMPSB sub-committee
4 th week of every month	Division Office – HR Section	8:00am-5:00pm	5 days	Final Review of the validated pink folders from each sub-office for printing of appointment Note: Pink folders with complete documents after review of appointment shall be returned to the HRMPSB sub-committee

Prepared by:
MONINA SARAH M. POMAREJOS
Administrative Officer IV-HRMO

Approved:

ANELITO A. BONGCAWIL EdD, CESO VI
Assistant Schools Division Superintendent/PSB Chairman