



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

**Office of the Schools Division  
Superintendent**

July 19, 2021

**DIVISION MEMORANDUM**

No. 257 s, 2021

**RANKLIST OF APPLICANTS FOR PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS),  
FOR CY 2021 IN THE DIVISION OF CEBU PROVINCE**

TO: Assistant Schools Division Superintendents  
Division Chief  
Public Schools District Supervisors /District Caretakers  
School Heads (Elementary and Secondary)  
All Others Concerned

1. This Office announces the Final Ranklist of Applicants for Public Schools District Supervisor (PSDS) in the Division of Cebu Province for CY 2021, ready for implementation to fill in the **seven (7)** vacant positions.
2. The final ranklist has been categorized into two (2) supported by Resolution No. 01-2021 of the Human Resource Merit Promotion and Selection Board (HRMPSB) dated July 13, 2021, as attached, to wit:

**Category A** – Those applicants who were designated as district officer-in-charge (OIC) or caretaker who already gained **direct relevant experience** to the vacant position applied for, as well as those applicants with principalship experience;

**Category B** - Those applicants who had the **indirect relevant experience** having been previously appointed as a head teacher or master teacher.

3. Rule IV, Section 13,C Item 8 of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised 2018 states that *“Only experience gained from designation compliant with the above-stated rules shall be credited as relevant experience for purposes of appointment”* (Refer to attached).
4. Further, Rule IX, Section 86, 87 and 97, respectively, of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA), Revised 2018, to wit:

**Section 86.** *The appointing officer/ authority shall be guided by the report of the HRMPSB’s assessment of candidates and in the exercise of sound discretion, select, insofar as practicable from among the five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.*

**Section 87.** *The appointing officer/ authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.*



**Section 97.** *An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:*

a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection plan and the System of Ranking Positions (SRP) of the agency.

b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.

c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.

d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.

e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:

- ❖ Educational achievements
- ❖ Highly specialized trainings
- ❖ Relevant work experience
- ❖ Consistent high performance rating/ranking

f. The vacant position belongs to closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific research institutions, all of which establish and maintain their own merit systems.

g. Other meritorious cases, such as:

- ❖ when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
- ❖ when the qualified next-in-rank employees waived their right over the vacant position in writing;
- ❖ when the next-in-rank position, as identified in the agency SRP is vacant;
- ❖ when the next-in-rank employee/s is/are not qualified;
- ❖ when the qualified next-in-rank employee did not apply.

5. Widest dissemination of this Memorandum is highly desired.

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent

CATEGORY A : Applicants with Direct Relevant Experience & with Principals Experience



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



REGISTRY OF QUALIFIED APPLICANTS FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR  
As per D.O. No. 66, s. 2007 and D.O. No. 26, s. 2016 & 2017 ORACHRA as Amended  
For School Year 2021 - 2022

NO.	NAME OF APPLICANT	PRESENT POSITION	Address	Education Qualifications	Eligibility	PERFORMANCE RATING (3SPS)					Direct Relevant Experience* (3points)		OUTSTANDING ACCOMPLISHMENT (3SPS)						EDUCATION & TRAINING				POTENTIAL	PERIODIC ORAL ATT.	Total	Rank	REMARKS
						2018	2019	2020	Ave	Equlv. Points	YRS	PTS	OUTSTANDING ACCOMPLISHMENT (3SPS)				EDUCATION (2SPS)		TRAINING (3SPS)								
													OLA	INN	RDP	PA	CIS	EDUCATION (2SPS)	Point	Level	Points	5 yrs					
						2018	2019	2020	Ave	Equlv. Points	YRS	PTS	OLA	INN	RDP	PA	CIS	EDUCATION (2SPS)	Point	Level	Points	5 yrs	5 pts	100 pts			
1	SONSONA, RELINA S.	P2	KAMAGAYAN, CEBU CITY	BSAED/EDD	PBET	4.48	4.49	4.567	4.51	31.59	0.00	0	0	0	0	0	2	EdD	25	NAT'L	4	4.22	4.35	71.15	1	Meets the Minimum Qualification Standard as regards to indirect relevant experience. District In-Charge dated September 23, 2013 to November 24, 2015 & June 8, 2018 - Present	
2	ADONAY, WILLIE M.	P2	BOGO, ARGAO, CEBU	BEED / JD	PBET	4.25	4.35	4.483	4.36	30.53	5.16	5	0	0	0	4	3	JD	15	NAT'L	4	4.67	4.58	70.78	2	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
3	SOCO, LORNA I.	P2	EAST BINABAG, TAYUD, CONSOLACION, CEBU	BEED/MA	PBET	4.55	4.58	4.48	4.54	31.76	0.00	0	2	0	0	2	2	CAR DOC	20	NAT'L	4	4.47	4.42	70.64	3	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
4	TRINIDAD, JOHN JENNIS M.	P2	BOLOCBOLOC, BARILI, CEBU	BSAED/EDD-CAR	PBET	4.475	4.49	4.49	4.49	31.40	0.00	0	0	3	0	0	3	CAR DOC	20	NAT'L	4	4.27	4.52	70.18	4	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
5	ROSALLES, NECIORA M.	P2	SOLID HOMES, POB, DAANBANTAYAN, CEBU	BSED & DeVEDD	PBET	4.72	4.79	4.72	4.74	39.20	0.00	0	0	0	0	0	1	DeVEDD	25	DIV	2	4.33	4.35	69.89	5	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
6	BLASCO, ROSE JOAN L.	P2	PANDACAN, PINKUNGALAN, CEBU	EDD	LET	4.35	4.32	4.57	4.41	30.89	0.00	0	0	0	0	0	2	EDD	25	REG	3	4.35	4.50	69.74	6	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
7	LUPU, ARNOLD G.	P1	COGON COMPOSTELA, CEBU	BEED & DeVEDD	LET	4.4	4.45	4.38	4.41	30.87	0.00	0	0	0	0	0	1	DeVEDD	25	NAT'L	4	3.84	4.16	68.87	7	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
8	CONDERO, REX A.	P2	DAKIT, BOGO CITY, CEBU	BEED & EDD	PBET	4.05	4.12	4.45	4.21	29.45	0.00	0	0	0	0	1	2	EDD	25	DIV	2	4.78	4.58	68.80	8	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
9	GALLEGO, ARCHIE S.	P1	TAPILON, DAANBANTAYAN, CEBU	MAED	PBET	4.74	4.66	4.75	4.72	39.02	0.00	0	2	3	0	0.67	2	MAED	15	NAT'L	4	4.38	4.60	68.67	9	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
10	JANGALAY, MARIA LOURLYN R.	P1	BIABA ST. SUBA, POB, ARGAO, CEBU	BEED & DeVEDD	LET	4.483	4.25	4.492	4.41	30.86	0.00	0	0	0	0	0	2	DeVEDD	25	DIV	2	4.26	4.48	68.60	10	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
11	HERNANE, MERARI B.	P3	SANGI TOLEDO CITY	DeVEDD	PBET	4.15	4.7	4.7	4.52	31.62	0.00	0	0	0	0	0	0	DeVEDD	25	REG	3	4.22	4.06	67.90	11	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
12	MENDEZ, ANICETA U.	P2	SIMALA, SIBONGA, CEBU	BSED & DeVEDD	PBET	4.04	4.48	4.49	4.34	30.36	0.00	0	0	0	0	0	2	DeVEDD	25	DIV	2	4.26	4.24	67.86	12	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
13	MAGIASANG, VIVIAN P.	P2	TIGBAWAN, TABUELAN, CEBU	BEED & DeVEDD	PBET	4.4	4.48	4.43	4.44	31.06	0.00	0	0	0	0	0	1	DeVEDD	25	DIV	2	4.17	4.28	67.51	13	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
14	CAPANGPANGAN, LOWELLA C.	P1	BAUD, SAN FERNANDO, CEBU	DeVEDD	PBET	4.20	4.21	4.44	4.28	29.98	0.00	0	0	0	0	0	1	DeVEDD	25	DIV	2	4.43	4.52	66.93	14	Meets the Minimum Qualification Standard as regards to indirect relevant experience.	

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15	ARIOJA, LUIS R.	P1	POBLACION, COMPOSTELA, CEBU	BSED/MA	LET	4.48	4.70	4.80	4.66	32.62	0.00	0	2	0	2	0	2	MAED	15	NAT'L	4	4.53	4.63	66.89	15	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
16	SOLANTE, RELVYN A.	P2	NORTHERN POB., TUDELA, CEBU	MAED	PRET	4.77	4.83	4.75	4.78	33.47	0.00	0	0	0	0	0	3	CAR DOC	20	DIV	2	4.10	4.20	66.77	18	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
17	INDOC, CRISTY F.	P1	POBLACION, ARGAO, CEBU	DEVED	LET	4.05	3.97	4.292	4.10	28.73	0.00	0	0	0	0	0	2	DEVED	25	DIV	2	4.12	4.22	66.07	17	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
18	VERDIDA, RUBEN G.	P2	CANTUMOG, CARMEN, CEBU	BSED & DEVED CAR	PRET	4.42	4.481	4.27	4.39	30.73	0.00	0	0	0	0	0	2	DEVED CAR	20	NAT'L	4	4.17	4.42	65.92	18	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
19	SANCHEZ, JOYENCIA C.	P3	TABAYAG, ARGAO, CEBU	BSED/MA	LET	4.49	4.29	4.629	4.47	31.29	0.00	0	1	1	0	0	2	CAR DOC	20	DIV	1	4.55	4.38	65.22	19	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
20	BURIOG, JOEL B.	P2	SAN MIGUEL, SAN REMIGIO, CEBU	MAED	PRET	4.47	4.49	4.49	4.48	31.38	3.25	3.25	0	0	0	0	2	MAED	15	NAT'L	4	4.50	4.40	64.63	20	District In-Charge/District Caretaker dated 3/9/2018-present Meets the Minimum Qualification Standard as regards to indirect relevant experience.
21	LARUNIBE, ELIMA M.	P3	CANBANUA, ARGAO, CEBU	MAED	PRET	4.54	4.26	4.69	4.50	31.48	0.00	0	2	0	0	0	2	MAED	15	NAT'L	4	4.80	4.90	64.18	21	District Caretaker dated 10/17/2021-present Meets the Minimum Qualification Standard as regards to indirect relevant experience.
22	PRESILLAS, MIRAFLORES P.	P2	IBABAO, SOGOD, CEBU	MAED & DEVED 12 UNITS	PRET	4.5	4.44	4.48	4.47	31.31	0.67	0.67	0	0	0	0	3	MAED	15	NAT'L	4	4.18	4.18	62.35	22	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
23	BAGUIO, VIURINA B.	P2	PILOPOG, CORDOVA, CEBU	BSED/MAED	PRET	4.45	4.48	4.63	4.52	31.64	0.00	0	0	0	0	0	1	MAED	15	NAT'L	4	4.25	4.35	60.24	23	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
24	TUQUIB, DELFIN P.	P3	LAMAC, PINAMUNGALAN, CEBU	MAED	PRET	4.575	4.58	4.62	4.59	32.14	0.00	0	0	0	0	0	1	MAED	15	DIV	2	4.33	4.43	58.91	24	Meets the Minimum Qualification Standard as regards to indirect relevant experience.
25	ABELLO, NENTIA B.	P2	PURONG PROPER, ANTIPOLO, MEDELLIN, CEBU	BSED & MAED	PRET	4.42	4.25	4.43	4.37	30.57	0.33	0.33	0	0	0	0	2	MAED	15	DIV	2	4.12	4.40	58.41	25	District Caretaker dated 2/1/2021-present

\* As per Sec. 13, par. 8 of the 2017 ORAOHRA as amended: Direct relevant experience refers to the status or condition wherein the applicant has been designated as an officer-in-charge or caretaker such experience(s) may directly impact the person's future performance in the job applied for.

Reviewed by:

MONINA BARAHIM-OMARELOS, MPA  
ADOF IV - HRMO

ROGELIO B. MAUNES  
PRESIDENT, SECONDARY TEACHERS ASSOCIATION

JEREMY C. DENAMPO, JD  
ADMINISTRATIVE OFFICER V

GERARDO L. CANIZARES  
PRESIDENT, ELEMENTARY TEACHERS ASSOCIATION

VICTOR A. YBANES, EDD  
PRESIDENT, PSDS ASSOCIATION

CRISTINA N. OCAMPO  
PRESIDENT, ELEMENTARY SCHOOL PRINCIPAL ASSOCIATION

Approval Recommended:

ANEJUTO R. JONGCAWIL, EDD, CESO VI  
HRMPSB CHAIRMAN

Approved:

MARILYN A. ANDRES, EDD, CESO V  
SCHOOLS DIVISION SUPERINTENDENT

CATEGORY B : Applicants with experience(s) as a Head Teacher/ Master Teacher



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OFFICE - CEBU PROVINCE  
Sudlon, Lahug, Cebu City



REGISTRY OF QUALIFIED APPLICANTS FOR THE POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR  
As per D.O. No. 66, s. 2007 and D.O No. 26, s. 2016 & 2017 ORAOHRA as Amended

For School Year 2021 - 2022

NO.	NAME OF APPLICANT	PRESENT POSITION	Address	Education Qualifications	Eligibility	PERFORMANCE RATING (35pts)					Direct Indicator Experience (30pts)		OUTSTANDING ACCOMPLISHMENT (20pts)						EDUCATION & TRAINING				POTENTIAL		PROBATIONARY		Total	Rank	REMARKS
						2018	2019	2020	Ave	Depth Points	YRS	PTS	OEA	NIN	ROP	PA	CS	EDUCATION (25pts)	TRAINING (20pts)	Level	Points	Level	Points	3 pts	5 pts	100 pts			
						2018	2019	2020	Ave	Depth Points	YRS	PTS	OEA	NIN	ROP	PA	CS	EDUCATION (25pts)	TRAINING (20pts)	Level	Points	Level	Points	3 pts	5 pts	100 pts			
1	TEO, HELEN L.	HT4	MAGDUGO, TOLEDO	DevEdD	LET	4.05	4.68	4.68	4.47	31.29	0.00	0	0	0	0	0	0	2	DevEdD	25	DIV	2	4.42	4.35	69.06	1		Meets the Minimum Qualification Standard as regards to indirect relevant experience.	
2	OROZCO, FLORENCIA A.	MT1	MANTALONGON, DALAGUETE, CEBU	PHD	LET	3.50	4.25	4.00	3.92	27.42	0.00	0	0	0	0	0	2	PHD	25	DIV	4	4.28	4.38	67.08	2		Meets the Minimum Qualification Standard as regards to indirect relevant experience.		
3	YMALAY, NANETTE D.	HT3	BAJUD, SAN FERNANDO, CEBU	DevEd CAR	LET	4.48	4.45	4.719	4.55	31.85	0.00	0	0	0	0	0	1	DevEd CAR	20	NATL	4	4.28	4.38	65.51	3		Meets the Minimum Qualification Standard as regards to indirect relevant experience.		
4	ALVARADO, MERCEDITA E.	HT3	BLK. 7 SEWAGE PUSOK CEMENTO, LAPU-LAPU CITY, CEBU	BEED/MA	PBET	4.51	4.44	4.54	4.50	31.48	0.00	0	2	0	0	0	2	MAED	15	NATL	4	4.32	4.43	63.23	4		Meets the Minimum Qualification Standard as regards to indirect relevant experience.		
5	SUMAGANG, MA. GYNN B.	MT2	SITIO MATABANG, DAYAS CORDOVA, CEBU	BEED & MAED	PBET	4.2	4.38	4.38	4.32	30.24	0.00	0	0	0	0	0	2	MAED	15	NATL	4	4.42	4.37	60.02	5		Meets the Minimum Qualification Standard as regards to indirect relevant experience.		
6	LAUTIA, COSETTE L.	MT2	STA. FLORENA, ALEGRIA, CEBU	BSED /JD	PBET	4.482	4.482	4.421	4.46	31.23	0.00	0	0	0	0	0	1	JD	15	DIV	1	4.26	4.06	56.55	6		Meets the Minimum Qualification Standard as regards to indirect relevant experience.		

Reviewed by:

MONINA SAMAN, PMWARELOS, MPA  
ADOFF IV - HRMO

ROGELIO B. MAUNES  
PRESIDENT, SECONDARY TEACHERS ASSOCIATION

Approval Recommended:

ANELITO K. BONGCAWIL, EDD, CESO VI  
JMKPSB CHAIRMAN

JEREMY C. DENAMPO, JD  
ADMINISTRATIVE OFFICER V

GERARDO L. CANIZARES  
PRESIDENT, ELEMENTARY TEACHERS ASSOCIATION

VICTOR A. YBAÑEZ, EDD  
PRESIDENT, PSDS ASSOCIATION

CRISTINA N. OCAMPO  
PRESIDENT, ELEMENTARY SCHOOL PRINCIPAL ASSOCIATION

Approved:

MARTIN S. SANCHEZ, EDD, CESO V  
SCHOOLS DIVISION SUPERINTENDENT



Department of Education  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF CEBU PROVINCE**

Begun and held in the Division Conference Hall, Schools Division of Cebu Province, IPHO Building, Sudlon, Lahug, Cebu on the **13<sup>th</sup> day of July 2021 at 10:00 AM.**

**HRMPSB Composition/Members:**

**DR. ANELITO A. BONGCAWIL**, Chairman  
**DR. MARY ANN P. FLORES**, CID Chief  
**DR. VICTOR A. YBAÑEZ**, President-PSDS Association  
**MR. JEREMY C. DENAMPO**, AO V  
**MS. MONINA SARAH M. POMAREJOS**, HRMO  
**MS. CRISTINA N. OCAMPO**, Pres., Elem. Schools Principals Assoc.  
**MS. ELMA M. LARUMBE**, Pres., Secondary Schools Principals Assoc.  
**MR. ROGELIO B. MAUNES**, Pres., Secondary Teachers Association  
**MR. GERARDO L. CAÑIZARES**, Pres., Elementary Teachers Association

**QUORUM: PRESENT**

**HUMAN RESOURCE MERIT PROMOTION & PERSONNEL SELECTION BOARD (HRMPSB) RESOLUTION NO. 01-2021**

**PUBLIC SCHOOLS DISTRICT SUPERVISOR'S FINAL RANKLIST FOR THE SCHOOL YEAR 2021-2022**

**WHEREAS**, as stipulated in **DepEd Order No. 29, s. 2002 dated 22 July 2002**, the Personnel Selection (now HRMPSB), is tasked to *"prepare a systematic assessment of the competence and qualifications of the candidates for appointment. Maintain fairness and impartiality in the assessment of candidates (Item VII paragraph 2.3, italics supplied);"*

**WHEREAS**, under **DepEd Order No. 26, s. 2016** Re: Revised Qualification Standards (QS) for the Position of Public Schools District Supervisor dated 02 May 2016 (Item 1), clearly stipulates that as regards to "Experience" requirement, it requires an applicant to have at least five (5) years cumulative experience in instructional supervision and school management;

**WHEREAS**, Section 97 of the 2017 ORAOHRA as amended, clearly provides that: *"An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position (quantum leap). All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of the exceptions stipulated on the said CSC Memorandum Circular"*(quotation marks/italics supplied);

**WHEREAS**, Rule IV, Section 13C Item 8 of the 2017 Omnibus Rules on Appointments and Other Human Resource Action (ORAOHRA) as amended, also clearly states that **"Only experience gained from designation compliant with the above-stated rules shall be credited as relevant experience for purposes of appointment (bold characters supplied)."**

**WHEREAS**, the concept on "experience" as functionally related to the position or to the employee's job description may be considered directly or indirectly relevant; and a **"DIRECT RELEVANT EXPERIENCE"** may refer or imply to a condition or status wherein the applicant has been designated as an officer-in-charge or caretaker to the vacant position being applied for, and such condition or acquired direct relevant experience (s) may directly impact (if hired or appointed) to the employee's future performance;

**THEREFORE**, based on the premises afore-quoted, and on the motion of **DR. VICTOR A. YBAÑEZ**, member of the Division's HRMPSB, duly seconded in mass or by all members present,

**RESOLVED**, as it is hereby resolved, to categorize the final Public Schools District Supervisor's ranklist for this School Year (SY) 2021-2022, as follows:

**1. Category A** - Those applicants who were designated as district officer-in-charge (OIC) or caretaker who already gained direct relevant experience to the vacant position applied for, as well as those applicants with principalship experience;

**2. Category B** - Those applicants who had the indirect relevant experience having been previously appointed as a head teacher or master teacher.

**RESOLVED**, as it is hereby resolved **FINALLY**, that only those who gained the direct relevant experience in the position applied for, shall be given additional points in the "experience category," while those who gained the indirect relevant experience to the vacant position applied for, being a **school principal, head teacher or master teacher** shall be given no additional points but they are considered having met the experience requirement(s).

This **RESOLUTION** shall take effect once the majority or all of the members shall affix their signatures, and subject to further approval or concurrence by the Schools Division Superintendent. Copy (ies) of this resolution shall also be attached to the final ranklist that will be uploaded in the Division's website.

Date Promulgated: **July 13, 2021**; Carried (as majority of the members of the HRMPSB affixed their signature/s); Name and signature of the HRMPSB Member/s appeared below:

**ROGELIO B. MAUNES**  
Pres., Sec. Teachers Assoc.

(on official business)  
**MARY ANN P. FLORES EdD**  
CID Chief

**JEREMY C. DENAMPO JD**  
Administrative Officer V

**CRISTINA N. OCAMPO**  
Pres., Elem. Principals Assoc.

**VICTOR A. YBAÑEZ**  
President, PSDS Association

(took no part in the deliberation)  
**ELMA M. LARUMBE**  
President, Secondary Principals Assoc.

**MONINA SARAH M. POMAREJOS**  
HRMO  
(absent)

**GERARDO L. CAÑIZARES**  
President, Elem. Teachers Association

**ANELITO A. BONGCAWIL EdD, CESO VI**  
Chairman, HRMPSB

I hereby certify to the correctness of the foregoing HRMPSB Resolution dated **July 13, 2021** and voted/agreed for the approval of this resolution.

**MONINA SARAH M. POMAREJOS**  
HRMO/HRMPSB Secretary

Approved:

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent



Address: IPHO Building, Sudlon, Lahug, Cebu City  
Tel. No.: (032) 255-6405  
Email Ad.: cebu.province@deped.gov.ph

- c. **Designation** — movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position<sup>33</sup> on a concurrent capacity or on full-time basis.

A designation in an acting capacity entails not only the exercise of the ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position<sup>34</sup>.

Officials designated as Officer-in-Charge (OIC) enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer/authority expressly includes the power to issue appointment<sup>35</sup>.

Designation shall be governed by the following rules:

1. Employees to be designated should hold permanent appointments to career positions.
2. Designees can only be designated to positions within the level they are currently occupying. Employees holding first level positions can not be designated to perform the duties of second level positions except in meritorious cases as determined by the CSC Regional Office upon request for exemption by the agency concerned, such as organizational set-up, calamity, and due to exigency of the service. This exception shall not apply to positions involving supervisory and executive managerial functions. Division Chiefs may be designated to perform the duties of second level executive/managerial or third level positions.
3. For positions with incumbents who temporarily can not perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing officer/authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
4. For positions without incumbents, a designation may be made only for a maximum of one (1) year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.

<sup>33</sup> Designation as officers or members of Committees such as BAC, HRMPSS, PMT are not subject to this rule.

<sup>34</sup> CSC Resolution No. 000778 (Vitriolo, Julio D., Re: Query; Position Title: Nomenclature Distinction between Acting and OIC) promulgated on March 24, 2000.

<sup>35</sup> *Ibid.*




5. Designations shall be made through an office order issued by the appointing officer/authority concerned.
6. For designation to critical positions in the local government units such as Provincial/City/Municipal Government Department Head, a copy of the office order shall be furnished by the HRMOs of the LGUs to the CSC FO concerned **within thirty (30) days upon its issuance**. Employees designated to positions with duties involving practice of profession shall be required to possess the necessary professional license.
7. Designees cannot be granted the salaries of the positions they are being designated to. However, allowances that go with the performance of the functions such as RATA (Representation and Transportation Allowance) or EME (Extraordinary and Miscellaneous Expenses) may be granted as provided under the provisions of the General Appropriations Act (GAA) or appropriation ordinance of the respective local sanggunian; provided, the grant of the same is specifically stated in the designation order.
- ✓8. **Only experience gained from designation compliant with the abovestated rules shall be credited as relevant experience for purposes of appointment.**

#### RULE V PROBATIONARY PERIOD

Sec. 14. Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
  - b. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
  - c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
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An agency may establish special HRMPSB for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be provided in the Agency Merit Selection Plan to be submitted to the CSC Regional Office concerned for approval.

**Sec. 85. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).**

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

**Sec. 86. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.**

**Sec. 87. The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.**

**Sec. 88. The HRMPSB shall be composed of the following:**

MEMBERS	FIRST and SECOND LEVEL POSITIONS		EXECUTIVE/MANAGERIAL POSITIONS	
	NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
Chairperson	a. Highest official in-charge of human resource management or his/her authorized representative (ACOS)	a.1. The Local Chief Executive, or his/her authorized representative; a.2. Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian	a. Undersecretary/ Vice-President or its equivalent, or his/her authorized representative	a.1 The Local Chief Executive, or his/her authorized representative; a.2 Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian
Members	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Assistant Secretary or its equivalent, or his/her authorized representative or designated alternate	b. Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates
	c. Human Resource Management Officer	c. Human Resource Management Officer (HRMO) or the	c. Director for Administration or his/her authorized	

- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- d. Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.

Sec. 95. An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

Sec. 96. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

Sec. 97. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:

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- Educational achievements
  - Highly specialized trainings
  - Relevant work experience
  - Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
- when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
  - when the qualified next-in-rank employees waived their right over the vacant position in writing
  - when the next-in-rank position, as identified in the agency SRP is vacant
  - when the next-in-rank employee/s is/are not qualified
  - when the qualified next-in-rank employees did not apply

Sec. 98. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:

- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
- b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c. Reappointment from career to non-career position
- d. Reemployment
- e. Reclassification of position

Sec. 99. In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.

Sec. 100. In the evaluation of promotional appointments, the CSC Regional and Field Offices shall make a thorough evaluation of the manner and merit of the issuance of the appointment vis-à-vis the reasons or justifications of the appointing authority before taking any action on the appointments.

Sec. 101. To facilitate review and evaluation of appointments, all agencies are required to submit their SRP to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.

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