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Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

DM No. 018, s. 2025

JAN 07 2025

TO: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Heads of Public Elementary and Secondary Schools
All others concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **NEW COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARDS**

Date: **January 3, 2025**

PARTICULARS

1. The field is hereby informed of the new composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB), this division.

For Teaching Positions:

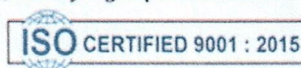
Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Jose Mari P. Almeida	Chief Education Supervisor	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
Arnold B. Navarrete	FTA President	Member
School Head where the vacancy exist		Member
Allyza L. Cavinta	Administrative Assistant III	Secretariat
Kathy Mae B. Quiñonez	Administrative Assistant III	Secretariat
Edna R. Cabanela	Administrative Assistant II	Secretariat
Vienn Julius S. Evangelista	Administrative Aide VI	Secretariat



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"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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For School Administration Positions (Elementary):

Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Jose Mari P. Almeida	Chief Education Supervisor	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
Guadalupe B. Sobrepeña	PESPA President	Member
Allyza L. Cavinta	Administrative Assistant III	Secretariat
Kathy Mae B. Quiñonez	Administrative Assistant III	Secretariat
Edna R. Cabanela	Administrative Assistant II	Secretariat
Vienn Julius S. Evangelista	Administrative Aide VI	Secretariat

For School Administration Positions (Secondary):

Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Jose Mari P. Almeida	Chief Education Supervisor	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
Brenda A. Sabado	NAPSSHI President	Member
Allyza L. Cavinta	Administrative Assistant III	Secretariat
Kathy Mae B. Quiñonez	Administrative Assistant III	Secretariat
Edna R. Cabanela	Administrative Assistant II	Secretariat
Vienn Julius S. Evangelista	Administrative Aide VI	Secretariat

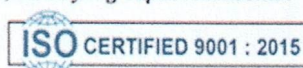
For Teaching Related Positions:

Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Jose Mari P. Almeida	Chief Education Supervisor	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
School Head/Unit Head where the vacancy exist		Member
Allyza L. Cavinta	Administrative Assistant III	Secretariat
Kathy Mae B. Quiñonez	Administrative Assistant III	Secretariat
Edna R. Cabanela	Administrative Assistant II	Secretariat
Vienn Julius S. Evangelista	Administrative Aide VI	Secretariat

For Non-Teaching Positions:

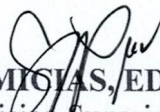
Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Jose Mari P. Almeida	Chief Education Supervisor	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
Aprillyn B. Carbonell	NEU-President	Member
Allyza L. Cavinta	Administrative Assistant III	Secretariat
Kathy Mae B. Quiñonez	Administrative Assistant III	Secretariat
Edna R. Cabanela	Administrative Assistant II	Secretariat
Vienn Julius S. Evangelista	Administrative Aide VI	Secretariat

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- 2. The HRMPSB shall perform the following additional functions:
 - a. Propose use of additional assessment tools;
 - b. Identify the additional assessment criteria to address RSP needs;
 - c. Ensure the equal application of the EEOP policy among applicants;
 - d. In cases of deadlocks, the chairperson breaks the tie; and
 - e. Respond to queries and/or complaints pertaining to the comparative assessment result.

- 3. For your information and guidance.


SHEILA MARIE A. PRIMICIAS, EDD, CESO VI
OIC-Schools Division Superintendent

