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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. 063, s. 2025

JAN 22 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: COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR TEACHING POSITIONS

Date: January 21, 2025

PARTICULARS

- 1. In compliance to DepEd Order No. 20, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions) and DepEd Order No. 21,s.2024 (Amendments to DepEd Order No. 7, s.2023), the field is hereby informed of the new composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) for teaching positions(Teacher I-Master Teacher IV).

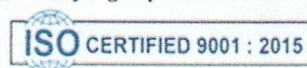
Name	Position	Designation
Nestor C. Heraña	Assistant Schools Division Superintendent	Chairperson
Edgardo P. Cosares	Chief Education Supervisor, CID	Member
Benjamin L. Galvez I	Administrative Officer IV	Member
Arnold B. Navarrete	FTA President	Member
School Head where the vacancy exist		Member
Allyza 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

- 2. During the comparative assessment of the **higher teaching positions** (please refer to item no. 3 for the complete list of higher teaching positions), HRMPSB shall observe the following:
 - a. Convene the applicants in a group to witness the paper evaluation;
 - b. Evaluate and compute the points for Education, Training (in hours), Experience (in years), and Performance Rating of applicants using the rubrics provided in DepEd Order No. 20, s.2024.



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- c. Assess, deliberate, and rate the applicants' competencies on the Classroom Observable Strands/Indicators through the conduct of classroom observation following the rubrics and protocols provided in this Order;
- d. Assess the applicants' competencies on the Non-Classroom Observable Strands/Indicators through the assessment of portfolio annotations and BEI in accordance with the rubrics and protocols provided in this Order;
- e. Conduct other appropriate evaluative assessment, as may be necessary, such as but not limited to Written Exam (WE) and Skills or Work Sample Tests (S/WST) to assess the potential, characteristics or traits, and fitness (i.e., Job Fit, Location Fit, and Organizational Fit);
- f. Adopt the use of online platforms and other remote modalities and alternative strategies in the conduct of paper evaluation, classroom observation/demonstration teaching, administration of the tests and examinations, BEI, meetings and deliberations, among others, as may be necessary;
- g. Inform the individual applicant of the results of the deliberation using the prescribed template of the IES, wherein the applicant affixes their signature to signify their knowledge of and conformity to the process undertaken and the points given to them;
- h. Prepare and submit a duly signed result of the comparative assessment to the appointing officer/authority within seven (7) calendar days after all the applicants have been assessed.

3. Below is the list of Higher Teaching Positions:

Position Title	Salary Grade
Teacher II	12
Teacher III	13
Teacher III (Special Science Teacher I)	13
Teacher IV	14
Teacher IV (Special Education Teacher I)	14
Teacher V	15
Teacher V(Special Education Teacher II)	15
Teacher VI	16
Teacher VI(Special Education Teacher III)	16
Teacher VII	17
Teacher VII(Special Education Teacher IV)	17
Master Teacher I	18
Master Teacher I(Special Education Teacher V)	18
Master Teacher II	19
Master Teacher III	20
Master Teacher IV	21
Master Teacher V	22

4. The HRMPSB shall also perform the following duties and responsibilities during the ranking of **Teacher I** positions:

- a. Verify documents and submitted as to completeness accuracy, authenticity and veracity;
- b. Evaluate applicants on Education, Training, Experience, LET/PBET rating, Interview, Demonstration Teaching and Teacher Reflection Examination;
- c. Facilitate/supervise the conduct of demonstration teaching and teacher reflection examination of applicants;
- d. Review and consolidate the results of the individual ratings of applicants based on the scores they obtained in each criterion for evaluation;



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- e. Prepare and submit to HRMPSB the initial Comparative Assessment Results-Registry of Qualified Applicants (CAR-RQA);
 - f. Submit the application to HRMPSB together with the required attachments; and
 - g. Perform other related functions as maybe assigned.
5. For your information and guidance.

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

Handwritten mark



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