



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

May 20, 2022

DIVISION MEMORANDUM

No. 000194, s. 2022

ESTABLISHMENT OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMP SB) AND ITS SUB-COMMITTEES

To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 19, s. 2022 titled *The Department of Education Merit Selection Plan*, and DepEd Memorandum No. 41, s. 2022 titled *Transitory Measures on the Implementation of DepEd Order No. 19, s. 2022*, the Schools Division of Occidental Mindoro shall establish the **Division Human Resource Merit Promotion and Selection Board** at the different levels of governance with their corresponding sub-committees.
2. Relative to this, each school / district is requested to submit on or before June 13, 2022 the newly-established and/or organized associations, organizations, or clubs for different levels of governance as:
 - a. First level positions
 - b. Second level positions, including second level executive/managerial positions
3. All associations, organizations or clubs that shall be established/reestablished or organized/reorganized are requested to elect officers and board members that include but are not limited to:
 - a. Chairperson / President
 - b. Vice Chairperson / Vice President
 - c. Members of the Board of Directors (at least 5)
 - d. Committee Chairperson and Members (at least 2)
 - e. Secretary
 - f. Public Information and Communications Officer
4. Schools are highly encouraged to come up with personnel (teaching and non-teaching) associations, organizations, and/or clubs, identify the roles and responsibilities or duties and functions, and create their corresponding Constitutions and By-Laws. They shall elect representatives to sit in different school committees, i.e. School Selection Committee.

ASDS Office_rsm/05.06.2022



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

fr

5. Moreover, all associations, organizations, and clubs should have their counterparts at the District level as deemed necessary and applicable. They shall form the Division Sub-Committees, whenever applicable.

6. Upon submission of the list of officers/board of directors representing the different groups at the school and district levels, there will be an election of officers at the Division Level. The election shall be facilitated by the Administrative Section – Personnel Unit and the SGOD - Human Resource Development Section. They include:

- a. School Heads group (Elementary, e.g. PESPA)
- b. School Heads group (High School, e.g. NAPSSHI)
- c. Teachers group (Elementary)
- d. Teachers group (High School)
- e. Non-Teaching group (First Level)
- f. Non-Teaching/Related-Teaching (Second Level)


7. All personnel in the Division Office are also expected to reorganize their associations for the first and second levels. The elections shall be facilitated by the Chief Education Supervisor (SGOD) and Administrative Officer V (Administrative Section).

8. The following suggested timeline of activities relative to establishment/reestablishment and organization/reorganization of associations, organizations, and clubs may be followed:

Activity	Suggested Dates
Election of Officers/Board in the School Level	May 23-31, 2022
Submission of List of Officers/Board Members to District Level	May 31, 2022
Election of Officers/Board in the District Level	June 1-3, 2022
Submission of List of Officers/Board Members to Division Level	June 6, 2022
Election of Officers/Board in the Division Level	June 6-10, 2022
Recognition (Oath Taking) of Officers/Board Members in the Division Level	June 28, 2022

9. All expenses relative to the conduct of the aforementioned activities may be charged to Local Funds subject to availability, and to the usual government auditing and accounting rules and regulations.

10. Immediate and wide dissemination of this Memorandum is desired.


LYNN G. MENDOZA
 OIC – Schools Division Superintendent

Reference: As stated
 Inclosure: As stated
 To be Indicated in the Perpetual Index
 under the following Subjects:
 ELECTION
 CLUBS

SELECTION
 COMMITTEE

ASSOCIATION
 ORGANIZATIONS