



Republic of the Philippines  
**Department of Education**

Region V  
**SCHOOLS DIVISION OF SORSOGON PROVINCE**  
**Sorsogon**

March 10, 2026

**Division Memorandum**

No. 119, s. 2026

**RECONSTITUTING THE COMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID, SGOD  
 Education Program Supervisors/ Division Coordinators  
 Public Schools District Supervisors/ OIC-PSDSs  
 Elementary/Secondary School Heads  
 Unit and Section Heads  
 SDO Personnel  
 All Other Concerned

1. Pursuant to **DepEd Order No. 19, s. 2022** titled *The Department of Education Merit Selection Plan*, **DepEd Order No. 20, s. 2024** titled *Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions*, and **DepEd Order No. 021, s. 2024**, which amends **DepEd Order No. 007, s. 2023** or the *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, and in alignment with the compliance requirements of the **CSC PRIME-HRM** and the **2025 Organizational Human Resource Assessment (OHRA)**, hereunder is the **reconstituted composition** of the **Division Human Resource Merit Promotion and Selection Board (HRMPSB)** of the Schools Division of Sorsogon Province, to wit:

<b>HRMPSB Members</b> (First Level Positions)	
Schools Division Office and Schools	<b>CHERYLL V. BERMUDO, CESE</b> Assistant Schools Division Superintendent
	<i>Member:</i> <b>JOHN REY J. PEREZ</b> Chief Education Supervisor, SGOD
	<i>Alternate Members:</i> <b>FRANCIS ROY A. CADAG</b> Education Program Specialist (SMME)
	<b>JOMAR E. ENGUERRA</b> Administrative Officer V (Admin Services)
<b>ALYSSA NICOLA J. BEJERANO</b>	<b>RODEL E. PANCHO</b> Education Program Supervisor (EPP/TLE, TVL, Senior HS)
	<b>ATTY. ALLANA ERICA D. CORTES</b>



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	Administrative Officer IV (Personnel Section)	Attorney III (Legal Unit)
	<b>School Head or Chief of Division</b> Where the vacancy exists	<b>School Head or Chief of Division</b> Where the vacancy exists
	Representative of accredited employee's association:  <b>President</b> DepEd NEU Sorsogon Chapter (for Non-teaching Positions)	Representative of accredited employee's association:  <b>Vice President</b> DepEd NEU Sorsogon Chapter (for Non-teaching Positions)
	<b>Secretariat:</b>	
	LAARNE H. ESPALDON Administrative Officer II	LANCE EDUARD A. RENOVALLES Administrative Officer II
	AEVRIIL A. BANGHON Administrative Assistant III	JOHN WELFIRE B. CASULLA Administrative Aide IV
	KIMBERLY REMPILLO Administrative Assistant III	

<b>HRMPSB Members</b> (Second Level Positions including Executive/Managerial)		
Schools Division Office and Schools	<b>CHERYLL V. BERMUDO, CESE</b> Assistant Schools Division Superintendent	
	<i>Member:</i>	<i>Alternate Members:</i>
	<b>JOHN REY J. PEREZ</b> Chief Education Supervisor, SGOD	<b>ROMAN JEBULAN</b> Senior Education Program Specialist (Planning & Research, Division Information Officer)
	<b>JOMAR E. ENGUERRA</b> Administrative Officer V (Admin Services)	<b>RODEL E. PANCHO</b> Education Program Supervisor (EPP/TLE, TVL, Senior HS)
	<b>ALYSSA NICOLA J. BEJERANO</b> Administrative Officer IV (Personnel Section)	<b>ATTY. ALLANA ERICA D. CORTES</b> Attorney III (Legal Unit)
	<b>School Head or Chief of Division</b> Where the vacancy exists	<b>School Head or Chief of Division</b> Where the vacancy exists
	Representative of accredited employee's association:	Representative of accredited employee's association:



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<p><b>President</b>          DepEd NEU Sorsogon Chapter          (for Non-teaching Positions)</p> <p><b>President</b>          Philippine Elementary School          Principal's Association          (PESPA) Representative          (for Elementary School Head          Positions)</p> <p><b>President</b>          Sorsogon Association of Public          Secondary School Heads Inc.          (SAPSSHI) Representative          (for Secondary School Head          Positions)</p>	<p><b>Vice President</b>          DepEd NEU Sorsogon Chapter          (for Non-teaching Positions)</p> <p><b>Vice President</b>          Philippine Elementary School          Principal's Association          (PESPA) Representative          (for Elementary School Head          Positions)</p> <p><b>Vice President</b>          Sorsogon Association of Public          Secondary School Heads Inc.          (SAPSSHI) Representative          (for Secondary School Head Positions)</p>
<b>Secretariat:</b>	
LAARNE H. ESPALDON Administrative Officer II	LANCE EDUARD A. RENOVALLES Administrative Officer II
AEVRIL A. BANGHON Administrative Assistant III	JOHN WELFIRE B. CASULLA Administrative Aide IV
KIMBERLY REMPILLO Administrative Assistant III	

<b>SPECIAL HRMPSB</b> <b>(Related-Teaching and Teaching Positions)</b>											
Schools Division Office and Schools	<p><b>CHERYLL V. BERMUDO, CESE</b>            Assistant Schools Division Superintendent</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><i>Member:</i></td> <td style="width: 50%;"><i>Alternate Members:</i></td> </tr> <tr> <td style="text-align: center;"> <b>GINA Q. TAROG, Ph.D</b>            Chief Education Supervisor, CID         </td> <td style="text-align: center;"> <b>LIBERTINE JOY G. BALDILLO</b>            PSDS/ Kindergarten, L&amp;D - CID         </td> </tr> <tr> <td style="text-align: center;"> <b>JOMAR E. ENGUERRA</b>            Administrative Officer V            (Admin Services)         </td> <td style="text-align: center;"> <b>RODEL E. PANCHO</b>            Education Program Supervisor            (EPP/TLE, TVL, Senior HS)         </td> </tr> <tr> <td style="text-align: center;"> <b>ALYSSA NICOLA J. BEJERANO</b>            Administrative Officer IV            (Personnel Section)         </td> <td style="text-align: center;"> <b>ATTY. ALLANA ERICA D. CORTES</b>            Attorney III (Legal Unit)         </td> </tr> <tr> <td style="text-align: center;"> <b>School Head or Chief of Division</b>            Where the vacancy exists         </td> <td style="text-align: center;"> <b>School Head or Chief of Division</b>            Where the vacancy exists         </td> </tr> </table>	<i>Member:</i>	<i>Alternate Members:</i>	<b>GINA Q. TAROG, Ph.D</b> Chief Education Supervisor, CID	<b>LIBERTINE JOY G. BALDILLO</b> PSDS/ Kindergarten, L&D - CID	<b>JOMAR E. ENGUERRA</b> Administrative Officer V (Admin Services)	<b>RODEL E. PANCHO</b> Education Program Supervisor (EPP/TLE, TVL, Senior HS)	<b>ALYSSA NICOLA J. BEJERANO</b> Administrative Officer IV (Personnel Section)	<b>ATTY. ALLANA ERICA D. CORTES</b> Attorney III (Legal Unit)	<b>School Head or Chief of Division</b> Where the vacancy exists	<b>School Head or Chief of Division</b> Where the vacancy exists
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Representative of accredited employee's union/ association belonging to the teaching group:  <b>President</b> TEACHERS ASSOCIATION Representative	Representative of accredited employee's union/ association belonging to the teaching group:  <b>Vice President</b> TEACHERS ASSOCIATION Representative
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KIMBERLY REMPILLO Administrative Assistant III	

2. The HRMPSB Secretariat shall keep Minutes of HRMPSB Meetings/Deliberations and document the highlights of the Open Ranking. Appeals pertaining to the individual results, and/or refusal of the applicants to affix their signature on the Individual Evaluation Sheet (IES) shall be addressed by the HRMPSB accordingly and shall be reflected in the documentation. In the event that an applicant fails or refuses to sign the IES, the official Minutes of Meeting shall suffice to establish the integrity of the assessment process.

- a) Prepare, for the approval of the Chairperson, all Notices of Meetings/Deliberations of the HRMPSB and publish and/or serve the same to all members of the HRMPSB;
- b) Record and keep copies of the Minutes of Meetings/Deliberations of the HRMPSB and the Individual Evaluation Sheets (IES) of all applicants;
- c) Secure and safekeep copies from the Human Resource Management Office (HRMO) of the results of the initial evaluation, i.e., the posting of the Registry of Qualified Applicants (RQA) and the Registry of Disqualified Applicants (RQD), for verification; and
- d) Safekeep copies of the results of the finalized Registry of Qualified Applicants (RQA) for the HRMPSB, for transmission to and approval by the appointing authority, and for future reference.

3. Notwithstanding the foregoing composition, Item 92 of DepEd Order No. 19, s. 2022 provides that the HRMPSB or its sub-committees may employ the assistance of external or independent resource persons in determining the best and most qualified candidate for appointment. As such, the HRMPSB shall be empowered to consult and engage, through an Office Order/Designation, any DepEd-trained and



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accredited assessors and evaluators from the field for the conduct of portfolio assessment.

4. Pursuant to Item 93 of DepEd Order No. 19, s. 2022, membership in the HRMPSB shall be considered a regular duty and shall be treated with utmost priority.

5. To ensure the attendance and performance of the above-stated duties of designated members and evaluators, travel expenses incurred during the conduct of assessment and evaluation of applicants for the hiring cycles shall be chargeable to local funds, subject to the availability of funds and the usual government accounting and auditing rules and regulations.

6. For your information and compliance with this Memorandum are desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 



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