



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

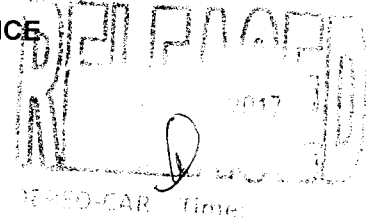
Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



June 19, 2017

REGIONAL ORDER
No. 003 s2017

**RECONSTITUTION OF THE REGIONAL OFFICE
PERSONNEL SELECTION BOARD**



To: Schools Division Superintendents
Chiefs of Divisions
All Concerned

1. Pursuant to DepED Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions", and DepED Order No. 29, s. 2002, "Merit Selection Plan of the Department of Education", and in accordance with other existing policies and guidelines, the Regional Personnel Selection Board (RPSB) is reconstituted as follows, effective July 3, 2017:

Chairperson: EDGARDO T. ALLOS
Chief Administrative Officer

Co-Chairperson: ROSMARIE B. DALANG
Officer-In-Charge
Human Resource Development Division

Members: Chief of the Division/Head of Unit/Section
Where the vacancy exists

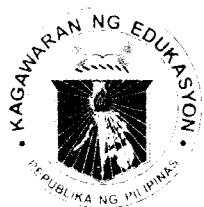
ELEONORA A. ALBIDAS
Administrative Officer V (HRMO III)

CRESENCIO T. GAMAY
Project Development Officer IV
2nd Level Representative

ROSITA T. SAKIWAT
Administrative Officer V (Supply Officer III)
2nd Level Representative (Alternate)

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



MARVIN JOHN C. FLORES
Administrative Assistant I
1st Level Representative

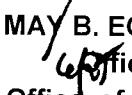
EUGENE C. AQUINO
Administrative Assistant I
1ST Level Representative (Alternate)

Secretariat:

ELENA C. TAWANNA
Administrative Officer IV

2. The functions and responsibilities of the Personnel Selection Board per DepED Order No. 29, s. 2002 and DepED Order No. 66, s. 2007 are enumerated in Annex A of this Order.

3. Please be guided accordingly.


MAY B. ECLAR, Ph. D., CESO V
Officer-In-Charge
Office of the Regional Director

MBE/ETA/eea

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



ANNEX A

Enclosure to Regional Order No. 03 s. 2017 17

FUNCTIONS AND RESPONSIBILITIES OF THE PERSONNEL SELECTION BOARD
(Per D. O. 29, s. 2002 and DO 66, s. 2007)

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a) Reasonable and valid standards and methods of evaluating competence and qualifications of all applicants competing for a particular position.
 - b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all DepEd officials, employees and interested applicants. Any modification of the procedure and criteria for selection shall, likewise, be properly disseminated.
3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
4. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
5. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates
6. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed. The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment.
7. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
8. Orient DepEd officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				