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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 7, 2023

**OFFICE MEMORANDUM**

AD-2023- **480**

**NEW COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD (HRMPSB) SECRETARIAT**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. In exigency of the service, you are hereby designated as Chairperson and Members of the Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat, effective immediately.

- Chairperson : **Ms. CHONA O. ZABALA**  
Administrative Officer IV (HRMO II)
- Member : **Ms. WEDLYN P. ABALORIO**  
Teacher Credentials Evaluator II
- Mr. ALBERT B. AVILA**  
Administrative Officer II (HRMO I)
- Mr. GERARD CHRISTOPHER A. VILLEGAS**  
Computer Maintenance Technologist I
- Mr. PEE JAY P. AMADORE**  
Administrative Aide VI

2. As Members of the HRMPSB Secretariat, you are expected to:
- 2.1 Perform secretariat and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates;
  - 2.2 Evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions;
  - 2.3 Prepare the necessary documents/templates to be used by the HRMPSB during the screening/interview and deliberation process; and
  - 2.4 Perform other related functions as may be assigned.
3. This designation which is in addition to the duties and functions of your present position shall not entail additional compensation and shall continue to be effective until rescinded.

4. Please be guided accordingly.



**EVELYN R. FETALVERO, CESO IV**  
Regional Director

AD-PS-COZ

