



OFFICE MEMORANDUM  
SDS-HRMPSB No. **21**, s.2025

**CONDUCT OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND  
SELECTION BOARD (DHRMPSB) MEETING**

To: DHRMPSB Chairperson  
DHRMPSB Members and Secretariat  
This Division

1. Please be informed that the Division Human Resource Merit Promotion and Selection Board (DHRMPSB) will convene for a meeting on **February 14, 2025 (Friday)**, at **1:00 p.m.** at Kalimudan Hall, Kenram, Isulan, Sultan Kudarat.
2. The agenda of the meeting will focus on the deliberation of the Initial Evaluation Results (IER) for applicants seeking appointment to nonteaching and school administration positions.
3. Participants of this meeting are the DHRMPSB Chairperson, Mandatory Members, and Secretariat.
4. Widest dissemination of this memorandum is directed.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: None  
References: None

To be indicated in the Perpetual Index under the following subjects:

**DHRMPSB**

**MEETING**



**Address:** Kenram, Isulan, Sultan Kudarat  
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Republic of the Philippines  
**Department of Education**

REGION XII  
DIVISION OF SULTAN KUDARAT

February 14, 2025

To : HRMPSB Chairperson & Mandatory Members  
Subject : **NOTICE OF MEETING**  
Date : February 14, 2026  
Time : 01:00 PM  
Venue : Office of the Assistant Schools Division Superintendent

Attendees:

| No. | Name                           | Position/Designation          |
|-----|--------------------------------|-------------------------------|
| 1   | Meilrose B. Peralta, EdD, CESE | PSB Chairperson/ASDS          |
| 2   | Mohalidin M. Suaeb             | Member/SGOD Chief             |
| 3   | Arturo L. Porras               | Member /AO V (Budget)/NEU Rep |
| 4   | Melvin P. Fortuna              | Member/AO V (Admin)           |
| 5   | Rowena Jessette S. Villa       | Member /AO IV (HRMO II)       |
| 6   | Melbie M. Navarro              | Secretariat/PDO I             |

AGENDA:

1. Deliberation of initial evaluation results of applicants for nonteaching and school administration positions.

Prepared by:

**MELBIE M. NAVARRO**  
Project Development Officer I

Noted by:

**MEILROSE B. PERALTA, EdD, CESE**  
Assistant Schools Division Superintendent  
HRMPS Chairperson

Approved by:

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent



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