

DRN: III-FO-HRMDD-HRPPMS-A-COMM-25-01-02661-S

**TO : ALL DIVISION CHIEFS**

**FROM : THE REGIONAL DIRECTOR  
DSWD Field Office III**

**SUBJECT : SUBMISSION OF HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION COMMITTEE (HRMPSC)  
COMPOSITION**

**DATE : 13 JANUARY 2025**

This refers to the filling up of vacant Contract of Service and Contractual positions under the Streamlined Hiring Process. Tasked with the responsibility to maintain a fair and impartial assessment and deliberation process of candidates, thereby ensuring the integrity and confidentiality of documents, the members of the Human Resource Merit Promotion and Selection Committee (HRMPSC) of each Division evidently plays a crucial and significant role in the appointment of applicants.

In connection with this, **all Divisions are hereby instructed to submit the list of their respective HR Merit Promotion and Selection Committee (HRMPSC) composition to the HR – Planning and Performance Management Section until January 23, 2025.** Please take note that only the names of personnel in the submitted list will be reflected in the Regional Special Order to be drafted by the HRMDD. Once approved, **said RSO shall remain as the sole and official reference** of the HRMDD in the reviewing of endorsed recommendation forms which must contain only the signatories reflected in the approved RSO. Otherwise, recommendations with signatories inconsistent with the approved RSO shall be invalid and automatically returned to the Hiring Office for correction.

Please refer to the template attached herewith for the submission of your respective HRMPSC Composition in Word file (*editable*) via email to [hrppms.fo3@dswd.gov.ph](mailto:hrppms.fo3@dswd.gov.ph).

**FOR YOUR STRICT COMPLIANCE.**

  
**DIR. VENUS F. REBULDELA**