



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 0067

To : **HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD
HRMPSB ALTERNATE MEMBERS
HRMPSB SECRETARIAT
POOL OF ASSESSORS**

Subject: **HRMPSB ASSESSORS TRAINING: DEEPENING ON INITIAL
EVALUATION AND PPST ASSESSMENT**

Date : April 30, 2025

Pursuant to Regional Memorandum HRDD-2025-081, dated March 28, 2025, in relation to Central Office Memorandum DM OUHROD-2025-0554, dated March 21, 2025 re: Program Support Fund Utilization Guidelines for the Conduct of the HRMPSB Assessors Training: Deepening on Initial Evaluation and PPST Assessment at the Division Level, you are hereby advised to attend the training based on the abovementioned issuances on May 7-8, 2025 at Ritz Hotel, Davao City.

For reference, the official list of participants is hereby attached.

Further, eligible participants shall be granted with vacation service credits pursuant to DepEd Order No. 013, s. 2024 re: Revised Guidelines on the Grant of Vacation Service Credits for Teachers.

Travel expenses incurred related to the attendance of the activity shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.


JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent

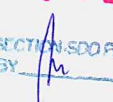
Enclosed: as stated
OSDS/ncm



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RELEASED

MAY 02 2025

RECORDS SECTION SDO PANABO CITY
BY 

Participants for the upcoming training on May 7-8, 2025 @ Ritz Hotel, Davao

Pool of Assessors			
No.	Position	Central District	North District
1	Supervisor	Marissa Y. Manginsay, EdD	Reynaldo C. Deocampo, Jr.
2	School Head 1	Mylene S. Castillo (Salvacion ES)	Leonora D. Cañete (Nanyo CES)
3	School Head 2	Ramelyn F. Antalan (PCES)	Jywell C. Pacaña (So. Davao ES)
4	Master Teacher	Dinah S. Rapisora (Gredu ES)	Joevie B. Tuba (CA Sison ES)
5	MT or HT	Leah Grace M. Lao (Rizal ES)	Nida M. Compuesto (P. Changco ES)
6	Master Teacher	Conrada B. Cacayan (Rizal ES)	Eleonor M. Cagape (RD Mabitad ES)
7	Teacher	Warren M. Edrozo (Gredu ES)	Ana Marie B. Basalo (Nanyo CES)
No.	Position	South 1 District	South 2 District
1	Supervisor	Ma. Nenita G. Tuazon, EdD	Marlou P. De Asis
2	School Head 1	Rosselle N. Pasaporte (GL Dondoy ES)	Johanna P. Linterna (New Visayas CES)
3	School Head 2	Christy M. Pantonial (NB Galapin ES)	Sambay S. Luma (Waterfall ES)
4	Master Teacher	Analyn A. Camillo (GL Dondoy CES)	Mary Sol L. Segua (Licanan ES)
5	MT or HT	Mauren G. Salahid (L.T. Concepcion IS)	Myla P. Bergonia (Consolacion ES)
6	Master Teacher	Edmar E. Warain (Sta Cruz ES)	Zeny Joy F. Te (Little Panay ES)
7	Teacher	Deasy V. Mendoza (Tagurot ES)	Roland B. Obeso (New Visayas CES)
No.	Position	JHS/SHS Level	
1	Supervisor	Avelino D. Bitang, EdD	
2	School Head 1	Manuel Esperanza (PCNHS)	
3	School Head 2	Behnjo S. Martin (SVNHS)	
4	Master Teacher	Estela Bea C. Allawan (PCNHS)	
5	MT or HT	Jeanne S. Bajao (AOFNHS)	
6	Master Teacher	Ian Reggy B. Paring (PCNHS)	
7	Teacher	Kevin John M. Morales (Manay NHS)	
No.	Designation	HRMPSB Members	HRMPSB Alternates
1	Chairperson	Basilio P. Mana-ay, Jr. (Chair)	-
2	Member	Ailene B. Anonuevo	Keren T. Luma
3	Member	Janwario E. Yamota	Kathryn Gae D. Jayoma
4	Member	Raul E. Gacus	
5	Member	Neo Carlo R. Magno	
6	Member	Chindy C. Bitoy	
		Secretariat	Trainors
		Carmina D. Retes	Feleciano S. Catbagan
		Kim D. Uyanguren	Rlen A. Jumamoy
		Sub-Committe	
		Djhoane C. Aguilar	
		Julius I. Suelto	

TRAINING MATRIX/PROGRAM DESIGN

Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Depending on Initial Evaluation and PPST Assessment

OBJECTIVES:

Specifically, at the end of each session, the participants shall have:

- discussed the salient points of EO 174 and the reclassification process;
- evaluated the achievement of the qualification and performance requirements of applicants;
- applied the increments table, rating, and formula in computing the scores on Education, Training, and Experience (ETE), and Performance;
- simulated the assessment of Classroom Observable Indicators (COI) and Non-Classroom Observable Indicators (NCOI);
- applied the STAN approach in conducting the PPST.

Number of Participants: To be determined by the STN based on the allocated PSF.

Participants Profile:

- Members of the HRMPSB (including HRMC) and members of the designated sub-committee/s on Initial Evaluation and Comparative Assessment;
- With experience and/or prior training on the evaluation of applicants' qualifications (COI) and computation of scores on Education, Training, and Experience (ETE), and Performance;
- With experience and/or prior training on PPST assessment for teachers, conducting classroom observation, and provision of feedback;
- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly PPST;
- Trained in the implementation of RPAS-ATST;
- With Very Satisfactory performance rating in the ALMS.

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs
DAY 1					
PLENARY					
1	8:30 AM - 9:30 AM 1 hour	Overview of the Expanded Career Progression Policy	Present background and salient points of EO 174	Lecture	Reflection
2	9:30 AM - 10:30 AM 1 hour	Overview of the PPST and its Indicators (COI and NCOI)	Present background and salient points of PPST	Lecture	Reflection
3	10:30 AM - 12:00 PM 1 hour & 30 mins	Procedures and Requirements for Reclassification	At the end of the session, the participants shall have: - explained logically the procedures for reclassification; - identified the different requirements for reclassification; and - appreciated the procedure and requirement for reclassification through a reflective journal.	Sharing experiences Lecture: Different procedures and requirements in the process of reclassification. Process applicable to the new system of reclassification by virtue of EO 174. Feedback Sessions	Appreciated the procedures and commitment for reclassification through a reflective journal.
BREAKOUT SESSION					

Session 4 Breakout Session 1 1:00 PM - 3:00 PM (1 hour) Initial Evaluation of OS and Performance Requirements	At the end of the session, the participants shall have learned to evaluate the Qualification Standards and performance requirements for promotion; demonstrated how to accomplish Parts I and II of the Reclassification Form for Teaching Positions (RFTP) based on application documents.	AA's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II) Consolidated feedback (questions, comments, insights) from participants
Session 4 Breakout Session 2 1:00 PM - 3:00 PM (1 hour) Assessing the Demonstration of Classroom Observable Indicators (COI)	At the end of the session, the participants shall have learned the protocols and requirements of classroom observations; simulated the steps in assessing and rating classroom observations and computing the score in the COI portion of the Reclassification Form for Teaching Positions; and shared experiences in applying the COI, without evidence-based, and consensus classroom observation assessment for continuous improvement and improvement learning outcomes.	AA's Method: Activity Analysis Abstraction Application	Accomplished COI Form (i.e. Observation Notes Form, COI Rating Sheet, Inter-Observer Agreement Form) Accomplished Reclassification Form for Teachers (RFTP) - COI Portion focused reflection

DAY 2

BREAKOUT SESSION

Session 5 Breakout Session 1 8:00 AM - 12:00 PM (4 hours) Assessing Education, Training, and Experience (ETE) and Performance Criteria for Reclassification of Positions applied the use of the Incremental Table and rubric in assessing the ETE qualifications of applicants, and computed numerically the performance rating of applicants for reclassification.	At the end of the session, the participants shall have learned assessing the Education, Training, and Experience (ETE) and performance criteria for reclassification of positions; applied the use of the Incremental Table and rubric in assessing the ETE qualifications of applicants; and computed numerically the performance rating of applicants for reclassification.	AA's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (With correct ratings for ETE and Performance)
Session 5 Breakout Session 2 8:00 AM - 12:00 PM (4 hours) Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)	Present Non-Classroom Observation Process and Requirements; Demonstrate assessment process for NCOI in the assessor's POV	AA's Method: Activity Analysis Abstraction Application	Accomplished Observation Notes Form, COI Rating Sheet, Inter-Observer Agreement Form, and Accomplished RFTP (with rating for NCOI)
Session 5 1:00 PM - 4:00 PM (3 hours) Behavioral Events Interview	At the end of the session, the participants shall have learned the concepts, steps, and processes in the conduct of	AA's Method: Activity Analysis Abstraction Application	Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP

			The Behavioral Science Interview (BSI) teaches the S.I.A.R. approach in conducting the BSI and teaches a sample question to be used during the BSI.	Application	(with ratings for feedback) Consolidated feedback questions, comments, insights from participants.
Session Materials and References Link: https://www.fda.gov/oc/ohrt/bsi-materials 					
Note: All concerned personnel who are given access are hereby instructed to DOWNLOAD all the materials. EDITING DIRECTLY IN THE FILE IS STRICTLY NOT ALLOWED					