



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

DIVISION MEMORANDUM
 SGOD-2025-0747

To : Assistant Schools Division Superintendent
 Chief of the Schools Governance and Operations Division
 Chief of the Curriculum Implementation Division
 All other concerned

Attention: Arlen Jumamoy – Principal I – Don Manuel Javellana Memorial
 National High School

Subject: **CONSULTATION WORKSHOP AND DRAFTING OF THE
 PERFORMANCE MANAGEMENT AND EVALUATION-PHILIPPINE
 PROFESSIONAL STANDARDS FOR SCHOOL HEADS**

Date: December 9, 2025

Please be informed that the conduct of the *CONSULTATION WORKSHOP AND DRAFTING OF THE PERFORMANCE MANAGEMENT AND EVALUATION-PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS* will be on **December 9-12, 2025, at Maxx Hotel Ortigas, Pasig City.**

Meals, board and lodging, transportation, per diem, and other incidental expenses shall be charged to BHRD-HRDD GASS subject to the usual accounting, budgeting, and auditing rules and regulations.

For information and guidance of all concerned.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED

DEC 09 2025

RECORDS SECTION, SDO PANABO CITY
 BY 

Enclosed: As stated.
 SGOD/ABA/HRDS/KSD/LSS



Address: City Hall Compound, Km 31, JP Laurel,
 Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
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Republika ng Pilipinas
Department of Education
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

1 December 2025

This has reference to the issued Memorandum **DM-OUHROD-2025-3315** dated November 24, 2025, on the **Consultation Workshop and Drafting of the Performance Management and Evaluation – Philippine Professional Standards for School Heads (PMES-PPSSH) Tools**.

Please be informed that the aforementioned workshop will be held on December 9 to 12, 2025 (Tuesday to Friday) at **Maxx Hotel Ortigas, Pasig City**.

Attached along with this advisory is the participant note which will provide you with important details relevant to the workshop.

For administrative questions or concerns, kindly contact BHROD-HRDD through Ms. Andria C. Dimaranan or Ms. Marikka P. Mampusti at telephone no. (02) 8740-6630 or email at bhrod.hrdd@deped.gov.ph

For information and appropriate action.

E-signed by
Wilfredo Cabral
12/8/2025, 7:31:45 AM
WILFREDO E. CABRAL
Undersecretary

Human Resource and Organizational Development and Infrastructure

[HRDD PMES-PPSH/Dimaranan]



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
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PARTICIPANT GUIDE
CONSULTATION WORKSHOP AND DRAFTING OF THE PMES-PPSH TOOLS
December 9 to 12, 2025
Maxx Hotel Ortigas, Pasig City, Philippines

Dear Participants,

In line with the upcoming **Consultation Workshop and Drafting of the PMES-PPSSH Tools** scheduled for **December 9–12, 2025 (Tuesday to Friday)**, please be guided by the following administrative and logistical reminders for the activity.

If you have not yet confirmed your attendance, we kindly request that you accomplish the registration form through the following link: https://bit.ly/ConsultationWS_PMESPPSSH. Your response will help us capture your arrival and departure details and assist us in finalizing the necessary arrangements.

SCHEDULE OF ACTIVITIES

The opening program will begin at 8:00 a.m. on December 10, 2025 (Wednesday) and will conclude on December 12, 2025, right before lunch time.

TIME	ACTIVITY
December 9, 2025 (Tuesday)	
12:00 NN – 2:00 PM	Lunch Registration Billeting of Participants
2:00 – 2:30 PM	Preliminaries and Getting to Know Activity
2:30 – 3:00 PM	Expectation-Settings Activity
3:00 – 4:45 PM	Charting Our Course: <ul style="list-style-type: none">Direction and Context-Setting on PMES-PPSSHUnderstanding the PPSSH: Standards and Key Domains
4:45 – 5:00 PM	Reminders
December 10, 2025 (Wednesday)	
8:00 – 8:30 AM	Preliminaries
8:30 – 10:00 AM	Workshop #1: <i>Harmonization and Embedding of PPSSH in the PMES</i>
10:00 – 10:15 AM	Break
10:15 AM – 12:00 NN	Workshop #2:

[HRDD PMES-PPSH/Dimaranan]



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	<i>Mapping Out PPSSH Indicators</i>
12:00 NN – 1:30 PM	<i>Lunch</i>
1:30 – 3:00 PM	Plenary Discussion: <i>Presentation of Mapped Out PPSSH Indicators</i>
3:00 – 3:15 PM	<i>Break</i>
3:15 – 5:00 PM	Plenary Discussion: <i>Presentation of Mapped Out PPSSH Indicators</i>
December 11, 2025 (Thursday)	
8:00 – 8:30 AM	<i>Preliminaries</i>
8:30 – 9:45 AM	Writershop #1: <i>Drafting of the PMES-PPSSH Tools</i>
9:45 – 10:00 AM	<i>Break</i>
10:00 – 12:00 NN	Continuation of Writershop #1: <i>Drafting of the PMES-PPSSH Tools</i>
12:00 NN – 1:30 PM	<i>Lunch</i>
1:30 – 3:00 PM	Plenary Discussion: <i>Presentation of Writershop #1 Outputs</i>
3:00 – 3:15 PM	<i>Break</i>
3:15 – 5:00 PM	Plenary Discussion: <i>Continuous Presentation of Writershop #1 Outputs</i>
December 12, 2025 (Friday)	
8:00 – 8:30 AM	<i>Preliminaries</i>
8:30 – 11:00 AM	Plenary Discussion: <i>Continuous Presentation of Writershop #1 Outputs</i>
11:00 AM – 12:00 NN	Lunch Check Out Reminders

ACCOMMODATION

Check in and Check out:

- Check in time starts at **2:00 p.m. on December 9, 2025**. For early arrivals, room access will depend on room availability.
- Check out on **December 12, 2025, at 12:00 noon**. No extension shall be allowed other than the prescribed schedule.

[HRDD PMES-PPSH/Dimaranan]



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Room Assignment:

- Your room assignment will be provided upon your arrival. Please seek assistance from the hotel's front desk.

Meals:

- The first meal to be served will be **lunch on December 9, 2025** (Tuesday); and
- The last meal to be served will be **lunch on December 12, 2025** (Friday).
- If you have any **dietary restrictions or food allergies**, please indicate them in the registration form so that appropriate meal arrangements can be made.

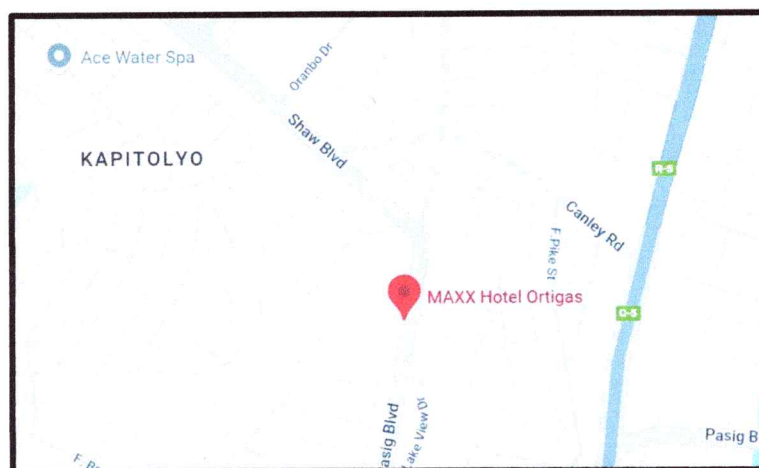
Attire:

The recommended attire is **business casual** for all sessions.

LOGISTICS

Venue: Maxx Hotel Ortigas, Pasig City, Philippines

Exact Address: 169 Pasig Blvd, Pasig, 1630 Metro Manila



Transportation

- **By public transportation:**
 1. **MRT/Train.** Take **MRT Line 3** and alight at **Shaw Station**. From there, ride a jeepney or UV Express bound for **Pasig Palengke**. You may get off at **Maxx Hotel** along **Pasig Boulevard**.
 2. **Jeepney.** Look for jeepneys going to Shaw Boulevard/Pasig Palengke and alight at Maxx Hotel along Pasig Boulevard.

[HRDD PMES-PPSH/Dimaranan]



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Landmark: **Lumiere Residences**, Pasig Boulevard

- **By Private vehicle/taxi/ride hailing apps:**
Input “Maxx Hotel Ortigas, Pasig City” into your navigation app (Waze or Google Maps) as your destination or drop-off point.

PRE-WORK AND MATERIALS TO BRING

Pre-Work:

Please review the following document thoroughly:

DepEd Order No. 024, s. 2020 – National Adoption and Implementation of the Philippine Professional Standards for School Heads available at:
https://www.deped.gov.ph/wp-content/uploads/2020/09/DO_s2020_024-.pdf

Materials to Bring:

Workshop participants are advised to bring the following:

- Laptop and charger. Participants are highly encouraged to bring their work or personal laptops for use during the workshop.
- Extension cords. Kindly bring your own extension cord to ensure continuous access to power outlets.
- Personal mobile hotspot (optional). Internet connection will be provided at the venue, but you may bring your own mobile hotspot as a backup.

REIMBURSEMENT OF TRAAVELING EXPENSES

Travel

- Travel expenses for all participants shall be charged to BHROD-HRDD GASS funds (AC-25-BHROD-HRDD-GASS-2-010).
- For all participants, please secure the following:
 - **Signed Travel Authority** indicating the inclusive travel dates (e.g., December 9–12, 2025).
 - **Official travel receipts**, such as bus tickets, Grab/inDrive e-receipts, and other relevant documents.
- For participants traveling by air, please also safekeep the following:

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- Your original and printed boarding pass (ensure you have completed online check-in prior to your flight).
- The online boarding pass from MNL to your home region, which will be submitted to the PMT.
- For non-DepEd participants, kindly submit your signed Invitation Letter (with conformer at the bottom part).

CONTACT DETAILS

For logistical concerns, please coordinate with **Ms. Marikka P. Mampusti** or **Ms. Andria C. Dimaranan** via email at marikka.mampusti@deped.gov.ph / andria.dimaranan@deped.gov.ph or Viber at 0956-250-6092/0939-052-3320.

Thank you and see you all!

- **BHROD-HRDD/PMES-PPSSH Unit**

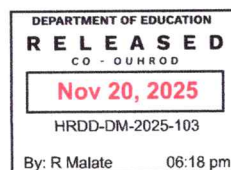
[HRDD PMES-PPSH/Dimaranan]



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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 3315

TO: Regional Directors
Concerned Schools Division Superintendents
Concerned Public Elementary and Secondary School Heads
All Others Concerned

FROM:  E-signed by
Wilfredo Cabral
11/20/2025, 11:33:18 AM
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT: **CONSULTATION WORKSHOP AND DRAFTING OF THE
PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM
(PMES) – PHILIPPINE PROFESSIONAL STANDARDS FOR
SCHOOL HEADS (PPSSH) TOOLS**

DATE: 19 November 2025

In fulfillment of the objective to establish a systematic and aligned Performance Management and Evaluation System (PMES) for schools heads anchored on the Philippine Professional Standards for School Heads (PPSSH), the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) will be conducting a **Consultation Workshop and Drafting of the Performance Management and Evaluation System – Philippine Professional Standards for School Heads (PMES-PPSSH) Tools** on **December 9 to 12, 2025** within **National Capital Region** at a specific venue that will be announced in a separate advisory.

The said activity specifically aims to:

1. Gather feedback and insights from field implementers to ensure clarity, alignment, and contextual relevance of the draft PMES-PPSSH tools;
2. Identify existing gaps and areas for improvement in developing a coherent PMES for school heads that promotes transparency, professional growth, and continuous improvement of school leadership; and
3. Draft the tools to ensure development of a streamlined and effective performance evaluation for school heads in the coming school years.

In view of the above, the personnel listed in **Annex A – List of Participants of the Consultation Workshop and Drafting of the PMES-PPSSH Tools** are hereby invited to participate in the said activity. The selection of these participants was made

based on their extensive experience, technical expertise, and significant contributions to various DepEd initiatives relating to the Performance Management and Evaluation System (PMES), Career Progression, Recruitment, Selection, and Placement (RSP), and school effectiveness.

Accordingly, the concerned Regional Directors and/or Schools Division Superintendents are hereby enjoined to authorize and ensure the participation of the identified personnel in all related workshop activities.

Board and lodging of all participants as well as the travel expenses including the Program Management Team and participants shall be charged against **BHROD-HRDD GMS Funds 2025**, subject to existing budgeting, accounting, and auditing rules and regulations. BHROD-HRDD will likewise facilitate the booking of flights of the participants upon proper coordination. For meal and lodging arrangements, please refer to the table below:

DAY	LODGING	MEALS				
		BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Day 1	✓	X	X	✓	✓	✓
Day 2	✓	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓	✓
Day 4	X	✓	✓	✓	X	X

Participants may check in on the first day of each conduct of the activity at **2:00 PM** and are requested to check out not later than **12:00 NN** of the third day. For attendance confirmation, all selected participants are required to complete their registration **at least three (3) days prior to the activity** through the link: https://bit.ly/ConsultationWS_PMESPPSSH.

An advisory containing the detailed administrative arrangement and additional activity guidelines will be disseminated to all participants prior to the conduct of the workshop.

For more information and further clarifications, you may contact the BHROD-HRDD through **Mr. Marikka P. Mampusti or Ms. Andria C. Dimaranan** at telephone no. **(02) 8470-6630** or email address at **bhrod.hrdd@deped.gov.ph**.

For your information and guidance.

Annex A**LIST OF PARTICIPANTS**
Consultation and Drafting Workshop of the PMES-PPSSH Tools

December 9 to 12, 2025
Within National Capital Region

Field (RO, SDO, and School) Participants		
Name	Position	Office
1. Filmore R. Caballero	Chief Education Supervisor	SDO Valenzuela City, NCR
2. Ma. Regale Olarte	Chief, SGOD	SDO Muntinlupa, NCR
3. Dr. Noemi Baysa	Public Schools District Supervisor	SDO Malabon, NCR
4. Edna V. Bañaga	Principal IV	SDO Quezon City, NCR
5. Dr. Marco Meduranda	Chief, Curriculum and Implementation Division	SDO Navotas, NCR
6. Jayson M. Santos	Senior Education Program Specialist	SDO Pampanga, Region III
7. Dr. Mark Anthony P. Idang	Education Program Supervisor	SDO Laguna, Region IV-A
8. Angelo D. Uy	Public Schools District Supervisor	SDO Dasmariñas City, Region IV-A
9. Karheena A. Adriano	Principal II	SDO Rizal, Region IV-A
10. Marylou V. Argamosa	Principal I	SDO Ligao City Region V
11. Susan S. Collano	Schools Division Superintendent	SDO Naga City Region V
12. Sarah Ganancial	Principal IV	SDO Guimaras Region VI
13. Atty. Diana Flor D. Eco	Principal III	SDO Northern Samar Region VIII
14. Glenda C. Cadelina	Principal I	SDO Negros Oriental Negros Island Region
15. Tita O. Tan	Principal II	SDO Isabela City, Region IX
16. Dr. Rowell C. Villarubia	Principal I	SDO Ozamis City Region X
17. Dr. Enerio E. Ebisa	Chief, HRDD	Region X
18. Arlen Jumamoy	Principal I	SDO Panabo City Region XI
19. Rexan Bolotaolo	Principal IV	SDO Agusan del Norte, CARAGA
20. Dr. Jurgenne Dicdican	Principal III	SDO Agusan del Sur, CARAGA

Central Office Participants		
Number of slots	Position	Office
One (1) Representative	<i>To be identified by the office/s</i>	BHROD-SED
Two (2) Representatives		National Educators' Academy of the Philippines

External Participants		
Name	Position	Office
Two (2) Representatives	<i>To be identified</i>	Research Institute for Teacher Quality

Project Management Team (BHROD-HRDD)		
Name	Position	Office
1. Cecille A. Anyayahan	Project Development Officer V	BHROD-HRDD
2. Marikka P. Mampusti	Project Development Officer III	BHROD-HRDD
3. Lizette Anne L. Carpio	Project Development Officer III	BHROD-HRDD
4. Ma. Mystica Esparas-Yu Oh	Project Development Officer III	BHROD-HRDD
5. Raymond L. Oplado	Project Development Officer III	BHROD-HRDD
6. Crisanto Lucaba	Technical Assistant II	BHROD-HRDD
7. Patricia Bongalos/Andria C. Dimaranan	Technical Assistant I	BHROD-HRDD