



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: _____
Signature: _____
Date: FEB 17 2025 Time: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Subject: **WORKSHOP AND ORIENTATION ON THE GUIDELINES ON THE RECRUITMENT, SELECTION AND APPOINTMENT TO HIGHER TEACHING POSITIONS AND AMENDMENTS TO DEPED ORDER NO. 7, S. 2023**

Date: February 6, 2025

1. This Office, through the Division Human Resource Management Promotion and Selection Board, shall conduct the **Workshop and Orientation on the Guidelines on Recruitment, Selection, and Appointment to Higher Teaching Positions and Amendments to DepEd Order No. 7, s. 2023** on February 27-28, 2025 at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
2. This activity aims to discuss the new criteria and point system for hiring and promotion to the aforementioned positions based on DepEd Order No. 20, s. 2024 titled "*Guidelines on the Recruitment, Selection and Appointment to Higher Teaching Positions*" and DepEd Order No. 21, s. 2024 titled "*Amendments to DepEd Order No. 7, s. 2023.*"
3. Participants in the workshop-orientation are the following:
 - a. Division HRMPB and Secretariat;
 - b. Division Sub-Committee Chairperson and Members;
 - c. Division Sub-Committee Chairperson and Members per Learning Area for Junior High School and per Track and Strand for Senior High School; and
 - d. Sub-Committee Secretariat.

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4. All participants are instructed to download, print, and bring with them hard copies of DepEd Order No. 20, s. 2024 (Guidelines of the Recruitment, Selection and Appointment to Higher Teaching Positions) and DepEd Order No. 21, s. 2024 (Amendments to DepEd Order No. 7, s. 2023).
5. Attached as Enclosures are the following:
 - a. Enclosure 1: Matrix of Activities
 - b. Enclosure 2: List of Division Sub-Committees and Members
6. Immediate dissemination of the contents of this Memorandum is desired.

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**WORKSHOP AND ORIENTATION ON THE GUIDELINES ON THERECRUITMENT,
SELECTION AND APPOINTMENT TO HIGHER TEACHING POSITIONS AND
AMENDMENTS TO DEPED ORDER NO. 7, S. 2023**

*SDO Marinduque Conference Hall
February 27-28, 2025*

Day/Time	Activities/Topic	Person/s Involved
DAY 1 (February 27, 2025)		
7:30-8:30AM	Arrival and Registration	PMT
8:31-9:15AM	<p>Opening Program</p> <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Bagong Pilipinas Hymn • SDO Marinduque Hymn • DepEd Quality Policy Statement • Opening Remarks • Message • Acknowledgment of Participants, Resource Speakers, and PMT • Objectives of the Training • Levelling of Expectations • Pre-Test 	<p align="center">Dr. Mabel F. Musa Assistant Schools Division Superintendent</p> <p align="center">Dr. Lynn G. Mendoza OIC-Schools Division Superintendent</p> <p align="center">Mr. John M. Chavez Chief Education Supervisor</p> <p align="center">Mr. Kyle David V. Atienza Senior Education Program Specialist</p>
9:16-9:30 AM	Health Break	
9:31AM-12:00PM	Session 1. DepEd Order No. 20, s. 2024	Mrs. Ma. Cecilia S. Manay Chief Education Supervisor
12:00-1:00PM	Lunch Break	
1:01-2:00PM	Session 2. PPST Classroom Observation Indicator	Mr. Norman Romasanta Principal II
2:01-2:15PM	Health Break	
2:16-4:15PM	Session 2. PPST Classroom Observation Indicator (cont.)	Mr. Norman Romasanta Principal II
4:15PM-4:30PM	End-of-Day Evaluation	
4:31-4:45PM	Debriefing	
DAY 2 (February 28, 2025)		
8:00-8:15AM	Management of Learning	
8:16-9:15AM	Session 3. PPST NCOI (Portfolio Annotations)	Mrs. Maridel G. Lincallo Public Schools District Supervisor
9:16-9:30AM	Health Break	
9:31-10:30AM	Session 3. PPST NCOI (Portfolio Annotations) (cont.)	Mrs. Maridel G. Lincallo Public Schools District Supervisor

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10:31AM-12:00PM	Session 4. Behavioral Events Interview	Dr. Ma. Corazon A. Borja Principal II
12:01-1:00PM	Lunch Break	
1:01-2:00PM	Session 5. DepEd Order No. 21, s. 2024 (Amendments to DO 7, s. 2023)	Mrs. Maridell F. Hermosa Administrative Office IV
2:01-2:30PM	Session 6. Frequently Asked Questions	Mrs. May Bernadeth O. De la Rosa Administrative Officer V
2:31-3:30PM	Session 7. HRMPSB Schedule of Activities (Hiring of Teacher I)	Mrs. Maridell F. Hermosa Administrative Officer IV
3:31-3:45PM	Post-Test	
3:46-4:30PM	End-of-Day Evaluation Closing Program	

Masters of Ceremony

Sherly Labayna
Hensly Orilla

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Enclosure 2-a

**Division Human Resource Management Promotion and Selection Board for
Higher Teaching Positions (DO 20, s. 2024)**

Chairperson: **Dr. Mabel F. Musa**
Asst. Schools Division Superintendent

Members: **Mr. John Chavez**
Chief Education Supervisor-CID

School where the vacancy exists

May Bernadeth O. De la Rosa
Administrative Officer V

Maridell F. Hermosa
Administrative Officer IV

Ronnel Real
Marinduque Public School Teachers and Employees
Association President

Alternate: Members:

Jelly L. Sore
Education Program Supervisor

Evangeline Saez
Master Teacher I

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Second Level Positions

Chairperson: **Dr. Mabel F. Musa**
Asst. Schools Division Superintendent

Members: **Mrs. Ma. Cecilia Manay**
Chief Education Supervisor-SGOD

School Head where the vacancy exists

Mrs. May Bernadeth O. De la Rosa
Administrative Officer V

Mrs. Maridell F. Hermosa
Administrative Officer IV

Mr. Democrito Nazareno
NAPSSHI President

Dr. Kathryn Asuncion
PESPA President

Mr. Ronnel R. Real
PPSTA President

Alternate Members:

Maita M. Lazares
Education Program Supervisor

Jerome Catamio
Principal II

Garry Monteagudo
Principal III

Evangeline Saez
Master Teacher I

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Division Human Resource Management Promotion and Selection Board for Teacher I positions, School Administration positions, Related-Teaching positions and Non Teaching Positions (DO 7, s. 2023)

First Level Positions

Chairperson: **Dr. Mabel F. Musa**
Asst. Schools Division Superintendent

Members: **Mrs. Ma. Cecilia Manay**
Chief Education Supervisor-SGOD

School Head where the vacancy exists

Mrs. May Bernadeth O. De la Rosa
Administrative Officer V

Mrs. Maridell F. Hermosa
Administrative Officer IV

Mr. Randy Llana
ADAS III/DepEd NEU Representative

Alternate Members:

Mrs. Maita M. Lazares
Education Program Supervisor

Mrs. Jolly Pedrigal
ADAS III/DepNEU Representative

Division HRMPB Secretariat:

Head of Secretariat:	Sherly Labayna	- Administrative Office II
Members:	Luzviminda Llana	- Administrative Asst. III
	Glen Mark Labaguis	- Administrative Aide VI
	Hensly Sena Orilla	- Administrative Asst. III

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Enclosure No. 2-b

LIST OF DIVISION SUB-COMMITTEES

ELEMENTARY

District	Name	Position	Designation
Boac North	Dr. Elvin C. Perlas Mr. Erlan Maming Mrs. Mylene Jasmin Rolluque Mr. Jhonrex M. Sapunto Mr. Junjun M. Sapungan	PSDS Principal III Principal II Principal II Principal I	Chairperson Member Member Member Member
Boac South	Mrs. Maridel G. Lincallo Mrs. Dezza Perlas Mr. Glenn Espirituo Mrs. Vanessa Morgado Mrs. Maribert Delos Santos Mrs. Marinelle Marmol	PSDS Principal II Principal I Principal I Head Teacher I Head Teacher II	Chairperson Member Member Member Member Member
Buenavista	Mrs. Myra R. Labay Mr. Joemar L. Linga Mrs. Arline M. Mayo Mrs. Mary Amor F. Jandusay Mrs. Maribel E. Orpalas Mr. Fernando M. Panuculan	PSDS Principal II Principal II Principal II Principal II Head Teacher III	Chairperson Member Member Member Member Member
Gasan	Mrs. Aurea Mazo Mr. Ricardo Maaño Mr. Romeo Malacas Mr. Edwin Osinsao Mrs. Ma. Monique De Luna Mr. Ronilo Nabing	PSDS Principal II Principal I Principal I Principal I Principal I	Chairperson Member Member Member Member Member
Mogpog	Dr. Jay P. Peña Mrs. Rona Mae Paradero	PSDS Principal II	Chairperson Member

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	Mr. Mateo Garcia Mrs. Josephine Pastorfide Mrs. Ma. Leonora Imperio Mrs. Rosalina Regio	Principal II Principal II Principal II Principal II	Member Member Member Member
Sta. Cruz East	Mrs. Constanca Vasco Mrs. Maria Paz Pernia Mrs. Ma. Cecilia Par Mrs. Marivic Plamio Mr. Allan Fajardo Mr. Romeo Palma	PSDS Principal II Principal II Principal II Principal I Principal I	Chairperson Member Member Member Member Member
Sta. Cruz North	Mr. Warlito Constantino Mr. Leo Mapacpac Mrs. Rhodora Peña Dr. Gina Mapacpac Mr. Garry Monteagudo Mr. Edgar Jardeleza	PSDS Principal II Principal II Principal II Principal III Principal II	Chairperson Member Member Member Member Member
Sta. Cruz South	Dr. Joven Mogol Dr. Dingson De Sena Mr. Norman Romasanta Mr. Jaime Almonte Mrs. Edna Jalos Mr. Joselito Linga Mrs. Donna Bella Rocha	PSDS PSDS Principal II Principal II Principal II Principal II Principal I	Chairperson Co-Chairperson Member Member Member Member Member
Torrijos	Dr. Maria Lourdes P. Ricohermoso Mrs. Lina R. Rolluqui Mr. Rafael P. Ariola Mrs. Analyn Z. Monterozo- Mrs. Ma. Cristina P. Mangana Mrs. Lorna Q. Rivamonte	PSDS Principal II Principal II Principal I Principal I Principal II	Chairperson Member Member Member Member Member

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Junior High School

Subject Area	Name	Position	Designation
English	Mrs. Jelly L. Sore	Education Program Supervisor	Chairperson
	Mr. Rowel Laririt	Principal II	Member
	Mrs. Elizabeth Paralejas	Principal I	Member
	Mr. Ray Alben Manaog	Principal I	Member
	Mrs. Marife Moreno	Principal I	Member
	Mrs. Eleonor Malimata	Master Teacher II	Member
Science	Dr. Ma. Shiela S. Saet	Education Program Supervisor	Chairperson
	Mr. Dino Nepomuceno	Principal II	Member
	Mr. Jimmy Romasanta	Principal I	Member
	Mrs. Mae Laarni Saporna	Principal I	Member
	Mrs. Madilyn Quirona	Principal I	Member
	Mr. Jerome Catamio	Principal I	Member
Mathematics	Mr. Freddie M. Malabayabas	Education Program Supervisor	Chairperson
	Dr. Cherry Ann Del Mundo Jalos	Principal I	Member
	Mrs. Marivic Zamora	Principal I	Member
	Mrs. Analiza Retardo	Principal I	Member
	Mrs. Clariza De Guzman	Master Teacher I	Member
Filipino	Mrs. Florie M. Regencia	Education Program Supervisor	Chairperson
	Dr. Ma. Corazon A. Borja	Principal II	Member
	Mrs. Florinel Malabayabas	Master Teacher I	Member
	Mrs. Lourdes Balagwis	Principal I	Member
	Mrs. Ederlyn Quezada	Principal I	Member
	Mr. Miguelito Ricaplaza	Principal I	Member
Social Studies	Dr. Nestor T. Rualo	Education Program Supervisor	Chairperson
	Mrs. Thelma Salvacion	Principal I	Member
	Mr. Jayson Luna	Principal I	Member
	Mr. Marcelo Naranjo	Principal I	Member
	Mr. Ramer Mansalapus	Head Teacher III	Member
	Mrs. Anita Opis	Master Teacher II	Member
Values Education	Dr. Jennifer Monte	Education Program Supervisor	Chairperson

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	Mrs. Pinky J. Cueto Mrs. Bernadette Requintel Mrs. Bernadette Ricafrente Mr. Dave Henry Nobleza Mrs. Norminda Mabao	Head Teacher I Principal I Principal I Master Teacher I Principal I	
TLE	Mr. Rolito Dela Cruz Mr. Carl Angelo Lasac Mrs. Elizabeth Valdoria Mr. Noel Alvarez Mrs. Melanie Loto	Education Program Supervisor Teacher In-Charge Teacher In-Charge Head Teacher VI Master Teacher II	Chairperson Member Member Member Member
MAPEH	Dr. Jay Peña Mrs. Roma Semilla Mrs. Mary Rose Sotto Mr. Randy Cadelaria Mrs. Ma. Teresa Sumagui Mr. Jerson Manahan	PSDS Master Teacher II Head Teacher I Teacher In-Charge Teacher In-Charge Master Teacher I	Chairperson Member Member Member Member Member

Senior High School

Track and Strand	Name	Position	Designation
Academic Track <ul style="list-style-type: none"> Accountancy, Business and Management Strand Science, Technology, Engineering, and Mathematics Strand Humanities and Social Science Strand General Academic Strand 	Dr. Mariam B. Rivamonte Mr. Johnny Magcarang Mrs. Maxima Marquez Mr. Antonio Zoleta Mr. Darwin Mayo Mr. Randy Sales	Education Program Supervisor Asst. Principal II Principal II Head Teacher III Principal I Principal I	Chairperson Member Member Member Member Member

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TVL <ul style="list-style-type: none"> • Agricultural-Fishery Arts Strand • Home Economic Strand • Industrial Arts Strand • Information and Communication Technology Strand 	Mr. Rolito De la Cruz Mr. Romualdo Magculang Mr. Hector Reyes Mrs. Ma. Niña Manrique Mr. Rolando Pelobello Mr. Aniceto Regencia Mrs. Rowena Loto	Education Program Supervisor Education Program Supervisor Master Teacher I Master Teacher II Principal I Principal I Principal I	Chairperson Member Member Member Member Member
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Enclosure No. 2-c

LIST OF SUB-COMMITTEES Secretariat

District	Name	District	Name
Boac North	Ma. Concepcion Lozano Elayzah Mantaring Marietta Manzo	Sta. Cruz East	Analyn Opis Almira Motol Jayson Larrosa
Boac South	Donna Retardo Anthony Macutong Julius Allen Fellizar	Sta. Cruz North	Janel Amorette Red May Lanie Jalos Jose Nikko Olivar
Buenavista	Leiziel Jardeleza Vina Mortel Ana Marie Malelang	Sta. Cruz South	Angel Joan Marasigan Marianne De Castro Diana Jane Roldan
Gasan	Shiela Grace Mirones Cherry Lou G. Morales Rizelle Ann Mansalapus	Torrijos	Christel Diane del Mundo Jay Lyne Rioflorido Eltheza Marisa Tagbago
Mogpog	Andro Nikko San Diego Glynnis Lyzette Paz Shiella May Malangis		

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LIST OF PMT MEMBERS AND RESOURCE SPEAKERS
WORKSHOP AND ORIENTATION ON THE GUIDELINES ON THE RECRUITMENT,
SELECTION AND APPOINTMENT TO HIGHER TEACHING POSITIONS AND
AMENDMENTS TO DEPED ORDER NO. 7, S. 2023

NAME	POSITION	OFFICE	ROLE
1. Dr. Mabel F. Musa	Asst. Schools Div. Superintendent	OSDS	Program Manager
2. Ma. Cecilia S. Manay	Chief Education Supervisor	SGOD	Resource Speaker
3. John Chavez	Chief Education Supervisor	CID	Resource Speaker
4. May Bernadeth O. Dela Rosa	Administrative Officer V	OSDS	Resource Speaker
5. Maridel G. Lincallo	PSDS	CID	Resource Speaker
6. Dr. Ma. Corazon A. Borja	Principal II	Mogpog NCHS	Resource Speaker
7. Norman P. Romasanta	Principal I	Malibago ES	Resource Speaker
8. Kyle David Atienza	SEPS	SGOD	Resource Speaker
9. Maridell F. Hermosa	AO IV	OSDS	Resource Speaker
10. Glen Mark Labaguis	ADA VI	OSDS	Logistic Officer/Secretariat
11. Kelvin J. Labaguis	Clerk I	OSDS	ICT Manager
12. Almira Ingco	ADA VI	OSDS	Secretariat
13. Luzviminda Llena	ADAS III	OSDS	Documenter
14. Sherly Labayna	AO II	OSDS	Master of Ceremony
15. Hensly S. Orilla	ADAS III	OSDS	Master of Ceremony

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