



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

July 4, 2025

**DIVISION MEMORANDUM**

No. 064, s. 2025

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)  
ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION  
AND PPST ASSESSMENT**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/OIC,SGOD  
Administrative Officer V, Administrative Section  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Executive Order No. 174, s. 2022 titled "*Establishing the Expanded Career Progression System for Public School Teachers*," and its Implementing Rules and Regulations (IRR) reinforced the Department of Education's commitment to promoting professional development and career advancement among public school teachers. Furthermore, it defined the career paths of teachers within the public school system at the basic education level, linking their progression to the attainment of necessary qualifications and professional standards.
2. In view of this directive, this Office through the School Governance and Operations Division – Human Resource Development Section, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (*Training And Learning Initiatives for NOn-teaching and teaching personnel*), will conduct the **Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment** on **July 10-11, 2025** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.
3. This learning and development activity aims to build a pool of credible and competent trainers in the Division. Specifically, the activity aims to:
  - a. deepen assessors' knowledge and understanding of teacher competency assessment anchored on the Philippine Professional Standards for Teachers (PPST) measured through classroom observation, portfolio assessment, and interview;
  - b. provide understanding on standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors; and



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- c. create an avenue for the application of various assessment techniques for teacher reclassification and promotion, including document review, classroom observation, portfolio assessment, and interviews.
4. Participants in this training are select assessors from all nine districts of the Division. **They, together with the resource speakers and members of the Program Management Team, are required to accomplish the profile of participants on or before July 10, 2025 5:00PM through [bit.ly/AssessorsParticipant2025](https://bit.ly/AssessorsParticipant2025).** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles.
5. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. In addition, they are expected to come in smart casual attire or work uniform in accordance with Division Memorandum No. 068-A s. 2023.
6. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent *Attn:* SGOD-Human Resource Development Section indicating their reasons for non-participation and the name of their alternate at least a day before the scheduled training.
7. **This learning and development activity is a Continuing Professional Development (CPD) accredited program, with 10 CPD Credit Units, by the Professional Regulation Commission (PRC) – Council for Professional Teachers with Accreditation Number PTR-2024-688-9079. Hence, participants, resource speakers, and members of the Program Management Team, who are Licensed Professional Teachers (LPT), shall accomplish the registration form on or before July 10, 2025 through [bit.ly/AssessorsRegistrationCPD2025](https://bit.ly/AssessorsRegistrationCPD2025).** Failure to register before the deadline may result to non-issuance of applicable CPD credit units.
8. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled *“Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.”* Consequently, the following mechanisms shall be applied:
- a. Monitoring and Evaluation (M&E)
    - Level 1 (Reaction) – End-of-Day Evaluation
    - Level 2 (Learning) – Pretest and Posttest
    - Level 3 (Behavior) – Submission of Workplace Application Plan (WAP)
    - Level 4 (Results) – Enhanced Operational Efficiency and Process Standardization through the Implementation of their Workplace Application Plan
  - b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs. This certificate shall indicate the total number of hours rendered in the training as well as the PPSSH covered.

c. Issuance of Certificate of Completion

A Certificate of Completion shall be issued upon submission of the finalized Workplace Application Plan and Accomplishment Report signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

9. Meals and training supplies of participants, resource speakers, and members of the Program Management Team shall be charged to SubARO RO-4B-25-00506, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to school local funds and other fund sources intended for training, subject to existing accounting and auditing rules and regulations.

11. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of PMT Members and Resource Speakers
- c. Enclosure 3: Training Matrix

12. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

13. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent



Encls: As stated  
References: As stated

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

COMPETENCY  
EVALUATION  
SELECTION

EMPLOYEES  
HIRING  
TEACHERS

EMPLOYMENT  
PROMOTIONS

/SGOD-HRDS-KDA



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**LIST OF PARTICIPANTS**

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

<b>NAME</b>	<b>POSITION/DESIGNATION</b>	<b>SCHOOL/OFFICE</b>
1. Ma. Monique J. De Luna	Principal I	Puyog ES
2. Johnny M. Magcarang	Assistant Principal II	Marinduque NHS
3. Joemar Linga	Principal II	Boac South CS
4. Dino Nepomuceno	Principal II	Cawit NCHS
5. Dezza G. Perlas	Principal II	Buenavista CS
6. Mae Laarni M. Saporna	Principal I	Yook NHS
7. Erlan M. Maming	Principal III	Gasán CS
8. Norminda S. Mabao	Principal I	Bangbang NHS
9. Edgar L. Jardeleza	Principal II	Nangka ES
10. Rosemarie P. Palermo	Principal I	Banogbog ES
11. Bernadette N. Ricafrente	Principal I	Alobo NHS
12. Ma. Cristina P. Mangana	Principal I	Kasily ES
13. Madilyn P. Quirona	Principal II	Punong NHS
14. Ma. Cecilia S. Par	Principal II	Gabalton ES
15. Annaliza M. Retardo	Principal I	Maniwaya NHS
16. Jerome S. Catamio	Principal II	Tigwi NHS
17. Ma. Concepcion Lozano	Administrative Officer II	Don Luis Hidalgo MS
18. Raquel Piedad	Administrative Officer II	Marinduque NHS
19. Donna Retardo	Administrative Officer II	Boac South CS
20. Anthony Macutong	Administrative Officer II	Catubugan ES
21. Leiziel Jardeleza	Administrative Officer II	Buenavista CS
22. Vina Mortel	Administrative Officer II	Daykitin ES
23. Sheila Grace Mirones	Administrative Officer II	Gasán CS
24. Nebar Q. De Torres	Administrative Officer II	Tiguion ES
25. Maria Franz Ascension Reyes	Administrative Officer II	Danao ES
26. Andro Nikko San Diego	Administrative Officer II	Ino ES
27. Janice Reforma	Administrative Officer II	Santa Cruz East CS
28. Analyn Opis	Administrative Officer II	Makapuyat ES
29. Janelle Amorette Red	Administrative Officer II	Banguangan ES
30. Dianna Roldan	Administrative Officer II	Manlibunan ES
31. Enrica Pedernal	Administrative Officer II	Kinyaman ES
32. Christel Diane Del Mundo	Administrative Officer II	Tigwi ES
33. Eltheza Marisa Tagbago	Administrative Officer II	Torrijos CS
34. John M. Chavez	Chief Education Supervisor	CID
35. Jelly L. Sore	Education Program Supervisor	CID

36. Florie M. Regencia	Education Program Supervisor	CID
37. Dr. Jennifer E. Monte	Education Program Supervisor	CID
38. Dr. Mariam B. Rivamonte	Education Program Supervisor	CID
39. Freddie M. Malabayabas	Education Program Supervisor	CID
40. Dr. Nestor T. Rualo	Education Program Supervisor	CID
41. Dr. Ma. Shiela S. Saet	Education Program Supervisor	CID
42. Romualdo O. Magculang	Education Program Supervisor	CID
43. Rolito M. Dela Cruz	Education Program Supervisor	CID
44. Warlito P. Constantino	Public Schools District Supervisor	Mogpog District
45. Aurea L. Mazo	Public Schools District Supervisor	Boac North District
46. Myra R. Labay	Public Schools District Supervisor	Boac South District
47. Dr. Elvin C. Perlas	Public Schools District Supervisor	Gasán District
48. Dr. Joven P. Mogol	Public Schools District Supervisor	Torrijos District
49. Dr. Dingson A. De Sena	Public Schools District Supervisor	Torrijos District
50. Dr. Jay P. Pena	Public Schools District Supervisor	Santa Cruz East District
51. Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor	Santa Cruz North District
52. Constanica R. Vasco	Public Schools District Supervisor	Santa Cruz South District

**LIST OF PMT MEMBERS AND RESOURCE SPEAKERS**

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

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>	<b>ROLE</b>
1. Maita M. Lazares	Education Program Supervisor/OIC-Chief	SGOD	Program Manager
2. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Program Manager Class Manager
3. Dr. Mabel F. Musa	Assistant Schools Division Superintendent	OSDS	Learning Manager
4. May Bernadeth O. De La Rosa	Administrative Officer V	OSDS	Learning Manager
5. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Officer
6. Rey R. Raymundo	Education Program Specialist II	SGOD	M&E Assistant
7. Fatima M. Vilanueva	Administrative Assistant II	SGOD	Documenter
8. Luzviminda M. Llana	Administrative Assistant III	OSDS	Documenter
9. Glen Mark J. Labaguis	Administrative Assistant III	OSDS	Secretariat
10. Sherly M. Labayna	Administrative Officer II	OSDS	Secretariat
11. Maridell F. Hermosa	Administrative Officer IV	OSDS	Resource Speaker
12. Dr. Ma. Corazon A. Borja	Principal II	Mogpog NCHS	Resource Speaker
13. Norman P. Romasanta	Principal II	Malibago ES	Resource Speaker

**TRAINING MATRIX**

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

<b>DATE AND TIME</b>	<b>DURATION</b>	<b>TOPIC / ACTIVITY</b>	<b>PERSON/S RESPONSIBLE</b>
<b>Day 1   July 10, 2025</b>			
7:00-8:00AM	60 mins	Registration of the Participants	Program Management Team
8:00-8:30AM	30 mins	Opening Program: <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Ecumenical Prayer</li> <li>• Acknowledgement of Participants</li> <li>• Messages</li> <li>• Activity Matrix and Objectives</li> <li>• Reminders</li> <li>• Photo Documentation</li> <li>• Leveling of Expectations</li> <li>• Pre-Test</li> </ul>	Program Management Team
8:30-9:30AM	60 mins	<b>Session 1: Overview of the Expanded Career Progression Policy</b>	Dr. Ma. Corazon A. Borja
9:30-10:30AM	60 mins	<b>Session 2: Overview of the PPST and its Indicators (COI and NCOI)</b>	Dr. Ma. Corazon A. Borja
10:30AM-12:00PM	90 mins	<b>Session 3: Procedures and Requirements for Reclassification</b>	Maridell F. Hermosa
12:00-1:00PM	60 mins	Lunch Break	
1:00-5:00PM	240 mins	<b>Session 4A: Initial Evaluation of QS and Performance Requirements</b> <i>(Breakout Session for HRMOs and Sub-Committee on Initial Evaluation)</i>	Maridell F. Hermosa
1:00-5:00PM	240 mins	<b>Session 4B: Assessing the Demonstration of Classroom Observable Indicators (COIs)</b> <i>(Breakout Session for COIs Assessors)</i>	Norman P. Romasanta
5:00 – 5:15PM	15 mins	Daily Evaluation	Program Management Team
5:15-5:30PM	15 mins	PMT Debriefing	Program Management Team
<b>Day 2   July 11, 2025</b>			
7:45-8:00AM	15 mins	Management of Learning	
8:00AM-12:00PM	240 mins	<b>Session 5A: Assessing Education, Training, and</b>	Maridell F. Hermosa

		<b>Experience (ETE), and Computing Points for Performance</b> ( <i>Breakout Session for HRMOs and Sub-Committee on Initial Evaluation</i> )	
8:00AM-12:00PM	240 mins	<b>Session 5B: Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)</b> ( <i>Breakout Session for NCOIs Assessors</i> )	Norman P. Romasanta
12:00-1:00PM	60 mins	Lunch Break	
1:00-5:00PM	240 mins	<b>Session 6: Behavioral Events Interview</b>	Dr. Ma. Corazon A. Borja
5:00-5:15PM	15 mins	Daily Evaluation Post-Test	Program Management Team
5:00-5:30PM	30 mins	Closing Program: <ul style="list-style-type: none"> <li>● Philippine National Anthem</li> <li>● Insights/Impression</li> <li>● Statement of Challenge</li> <li>● Giving of Certificates</li> </ul>	Program Management Team