



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

April 24, 2025

**DIVISION MEMORANDUM**

No. 207 s. 2025

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

To: Assistant Schools Superintendent  
CID/SGOD Chiefs  
Education Program Supervisors  
Public Schools Division Supervisors  
HRMPSB Division Sub-Level Committee  
All Others Concerned

1. The HRMPSB Sub-Committee Assessors Training is a specialized program designed to enhance the skills and competencies of assessors responsible for conducting initial evaluations and PPST assessments. This has become particularly crucial following the release of new guidelines in **DepEd Order No. 20, s. 2024 and EO 174**, which update the procedures for recruitment, selection, and appointment to higher teaching positions. The primary objectives are to increase the competency of assessors, ensure compliance with the latest standards, and promote fairness and transparency in the evaluation process. With the training content of structured discussion on domains and strands of the Philippine Professional Standards for School Heads (PPSSH), and Philippine Professional Standards for Supervisors (PPSS), ensuring a comprehensive approach to professional development, this Office announces the conduct of **Division Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment** on April 28 – 29, 2025 at Sta. Maria Central District Hall, Sta Maria, Bulacan.
2. This activity aims:
  - Increase the number of competent, credible, and objective assessors of teacher competencies;
  - Ensure that HRMPSB members and sub-committees possess the necessary skills for conducting thorough and fair evaluations and assessments;



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- Establish consistent and standardized evaluation and assessment processes nationwide; and
  - Foster a culture of continuous improvement and professional development among assessors.
3. Participants in this assessors' training are three (3) representatives from each district in the elementary level to be identified by the public school district supervisors, and two (2) EDDIS representatives from the secondary level to be identified by the EDDIS chairs, all members of the Division Sub-Level Committee. All participants are requested to bring their laptops and a copy of the PPST documents.
  4. This Memorandum shall serve as the travel authority of all participants.
  5. Enclosure No. 1 is the Training Matrix as a reference.
  6. Expenses to be incurred in this activity, such as meal expenses, shall be charged against downloaded fund (Human Resource Development for Personnel in Schools Learning Centers (HRDPSLC) Continuing Fund), while transportation expenses of the participants can be charged against school funds both subject to the usual accounting and auditing rules and regulations.
  7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

CID/csc04232025



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Enclosure No. 1 of the Division Memorandum No. s. 2025

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

**Training Matrix**

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs
<b>DAY 1</b>					
<b>PLENARY</b>					
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	Procedures and Requirements for Reclassification	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>explained logically the procedures of reclassification;</li> <li>identify the different requirements of reclassification; and</li> <li>appreciated the procedures and requirements for reclassification through a reflective journal.</li> </ul>	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 requirements for reclassification through a reflective journal.
<b>- BREAKOUT SESSIONS -</b>					
Session 4  Breakout Session 1  (HRMOs and Sub-Committee on Initial	1:00 PM-5:00 PM  (4 hours)	Initial Evaluation of QS Performance Requirements	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned to evaluate the Qualification Standards and performance requirements for promotion;</li> <li>demonstrated how to accomplish Parts I and</li> </ul>	4 As Method:  Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II)





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<i>Evaluation)</i>			II of the Reclassification Form for Teaching Positions (RFTP) based on application documents.		Consolidate d feedback (questions, comments, insights from the participants
Session 4  Breakout Session 2  (COIs Assessor s)	1:00 PM- 5:00 PM  (4 hours)	Assessing the Demonstration of Classroom Observable Indicators (COIs)	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• learned the protocols and requirements of classroom observations;</li> <li>• 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</li> <li>• shared realizations on upholding focused, unbiased, evidence- based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes.</li> </ul>	4 As Method:  Activity Analysis Abstraction Application	Accomplish ed COT- ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter- Observer Agreement Form)   Accomplish ed Reclassifica tion Form for Teachers (RFTP)-COI Portion   Journal Reflection
<b>DAY 2</b>					
<b>- BREAKOUT SESSION -</b>					
Session 5  Breakout Session 1  (HRMOs and Sub- Committe e on Initial Evaluation n)	8:00 PM- 12:00 PM  (4 hours)	Assessing Education, Training, and Experience (ETE), and Computing Points for Performance	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• learned assessing the Education, Training, and Experience (ETE) and performance as criteria for reclassification of position;</li> <li>• applied the use of the Increments Table and rubric in assessing the</li> </ul>	4 As Method:  Activity Analysis Abstraction Application	Accomplish ed Reclassifica tion Form for Teaching Positions (RFTP)   (With correct rating for ETE and



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			ETE qualifications of applicants; and <ul style="list-style-type: none"> <li>• computed accurately the performance rating of applicants for reclassification.</li> </ul>		Performance)
Session 5  Breakout Session 2  <i>(NCOIs Assessors)</i>	8:00 PM-12:00 PM  <i>(4 hours)</i>	Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)	Present Non-Classroom Observation Process and Requirements;  Demonstrate the assessment process for NCOI from the assessors' POV	4 As Method:  Activity Analysis Abstraction Application	Accomplished Observation Notes Form, COT rating Sheet, Inter-Observer Agreement Form, and  Accomplished RFTP (with rating of NCOI)
<b>PLENARY</b>					
6	1:00 pm-4:00 pm  <i>(3 hours)</i>	Behavioral Events Interview	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• learned the concepts, steps, and processes in the conduct of the Behavioral Events Interview (BEI);</li> <li>• learned the S.T.A.R. approach in conducting the BEI; and</li> <li>• learned to craft sample questions to be used during BEI.</li> </ul>	4 As Method:  Activity Analysis Abstraction Application	Accomplished Interview Rating Sheet, Interviewer's Notes, RFTP (with rating for interview)

**PARTICIPANTS IN HRMPSB (3 per District)**

<b>ELEMENTARY</b>			
<b>No.</b>	<b>District</b>	<b>Name</b>	<b>School</b>
<b>EDDIS 1</b>			
1	<b>BULAKAN</b>	MA. JOCELYN S. DIONISIO, EdD	GEN. GREGORIO DEL PILAR IS
2		TERESITA S. LOPEZ	BAMBANG ES
3		ESTRELLITA R. LITAO	TABANG ELEMENTARY SCHOOL
	<b>Calumpit North</b>		
4		GILBERT M. AGAPITO	CALUMPIT NORTH DISTRICT
5		LOPE ADRIAN C. ACAPULCO	ASMES
6		NINA R. SUMALABE	FMMES
	<b>Calumpit South</b>		
7		ELMO G. VILLAROZA	CALUMPIT CENTRAL SCHOOL
8		NOEMI R. CAPARAS	SAN MARCOS ELEMENTARY SCHOOL
9		MARITRESS M. DUNGCA	LONGOS ELEMENTARY SCHOOL
	<b>Hagonoy East</b>		
10		Gliceria S. Reyes	Teodora Cruz Elementary School
11		Felicisima T. Manarang	Hagonoy East Central School
12		Nora S. Cruz	Iba Elementary School
	<b>HAGONOY WEST</b>		
13		MA. IRENE C. SAN JUAN	HAGONOY WEST CENTRAL SCHOOL
14		NOEMI R. ZOLETA	STA. MONICA ELEMENTARY SCHOOL
15		MARIA EFFIE R. SANTOS	TAMPOK ELEMENTARY SCHOOL
	<b>Paombong</b>		
16		EUGENIO A. MANARANG III	STO. NIÑO ELEMENTARY SCHOOL
17		VILMA S. CABIGAO, EdD	SAN JOSE ELEMENTARY SCHOOL
18		EDWIN S. EUSEBIO	PULO ELEMENTARY SCHOOL
	<b>Pulilan</b>		
19		WILLIAM C. ORTEGA	PULILAN DISTRICT
20		ALEX N. GARCIA	BALATONG ELEMENTARY SCHOOL
21		MA. CECILIA J. PASCUAL	INAON INTEGRATED SCHOOL
<b>EDDIS 2</b>			
<b>Bustos</b>			
22		JOSEFINA Q. CRUZ, PhD	BUSTOS ELEMENTARY SCHOOL
23		BLANQUITA F. ALCANTARA, PhD	CAMBAOG ELEMENTARY SCHOOL
24		GERALDINE A. PUYAOAN	BULACAN HEIGHTS ELEMENTARY SCHOOL
	<b>Plaridel</b>		
25		NORA J. ADRIANO	BANGA ELEMENTARY SCHOOL
26		MANNY R. VALERIO	DON NEMENCIO CLEMENIA
27		CRISTINA CAMITAN	MEMORIAL SCHOOL
			STO. NINO ELEMENTARY SCHOOL
<b>EDDIS 3</b>			
<b>DRT</b>			
28		Carlito G. Dela Cruz, EdD	
29		Rona C. Castro	Pulong Sampaloc ES
30		Edrison A. Raymundo	Camachin and Bato ES
	<b>San Ildefonso North</b>		
31		Arleen M. Porras, PhD	San Ildefonso ES
32		Alicia M. Sacdalan, PhD	Calasag ES / Buhol na Mangga ES
33		Olivia O. Ferrer, PhD	Calawitan ES / Sumandig ES
	<b>San Ildefonso South</b>		
34		Daniel V. Ortega, EdD	District Office



35		Ma. Flipina V. Cruz, PhD	Pinaod Central School
36		Analy F. Santos, PhD	Akle Elementary School
	<b>San Miguel Central</b>		
37		RAFAEL C. RUBIO	
38		ELMA C. EGE	SIBUL ES
39		JOBELLE R. LIONGSON	SALACOT ES
	<b>San Miguel North</b>		
40		LEONORA V. BERGADO	SAN MIGUEL NORTH DISTRICT
41		ARNEL L. SOLITARIO	STA. INES ELEMENTARY SCHOOL
42		LAURA Z. REGULTO	CALUMPANG ELEMENTARY SCHOOL
	<b>San Miguel South</b>		
43		DANTE S. LIONGSON	SAN MIGUEL ELEMENTARY SCHOOL
44		VIVIAN A. SAN PEDRO	DON FELIX DE LEON MEMO.SCHOOL
45		JAMES P. MENDEJAR	BATASAN ELEMENTARY SCHOOL
	<b>San Rafael East</b>		
46		Marisa V. Ortega	District Office
47		Lannie N. Peregrino, PhD.	San Rafael Central School
48		Mark Anthony B. Vasallo	Tambubong Elementary school
	<b>San Rafael West</b>		
49		Ma. Nina P. Avendaño, PhD.	District Office
50		Ma. Alma V. Balanza	Maguinao Elementary School
51		Janice C. Garcia	Pinacpinacan Elementary School
	<b>EDDIS 4 Marilao North</b>		
52		RONALDO A. BONIFACIO	LOMA DE GATO ELEMENTARY SCHOOL
53		RHEA D. MALABANAN	STA. ROSA 1 ELEMENTARY SCHOOL
54		ELEANOR A. DIAZ, PhD	TABING ILOG ELEMENTARY SCHOOL
	<b>Marilao South</b>		
55		EDELSON C. DELOS SANTOS, PhD	Marilao Central Integrated School
56		EDWIN S. FLORES	Northville IV Elementary School
57		GRACIA DC. VIUDEZ, PhD	Lias Elementary School
	<b>Obando</b>		
58		Joerlin J. De Guzman	Binuangan Elementary School
59		Vilma S. De Ocampo	Paco Elementary School
60		Cristina A. Sanchez	San Pascual Elementary School
	<b>EDDIS 5 Balagtas</b>		
61		SHELAH MARI V. PAGUIA, EdD	Francisco Balagtas Memorial School
62		ROCHELLE D. BARCELO	Dalig Elementary School
63		RHEA U. KABUHAT	Balagtas Central School
	<b>Bocaue</b>		
64		JONAR C. DAVID, EdD	District Office
65		MELINDA A. BALINGASA, PhD	Lolomboy Elementary School
66		DESIREE M. BALTAZAR	Biñang Elementary School
	<b>Guiguinto</b>		
67		MA. NERIZA F. FANUNCIO, EdD	District Office
68		CHARITO N. LAGGUI, PhD	Guiguinto Central School
69		ROSARIO L. MARTIN	Tiaong Elementary School
	<b>Pandi North</b>		
70		ESPERANZA F. PEREZ, EdD	DISTRICT OFFICE
71		LISETTE M. GREGORIO, PhD	MAMERTO C. BERNARDO MEMORIAL CENTRAL SCHOOL

72		JENNIE J. CRUZ	PINAGKUARTELAN INTEGRATED SCHOOL
	<b>Pandi South</b>		
73		TERESITA B. ALQUIZA, PhD	District Office
74		ROWENA S. DELA CRUZ	Cacarong Elementary School
75		RONALDO A. CONTRERAS	Pandi Heights Elementary School
<b>EDDIS 6</b>	<b>Angat</b>		
76		GUILLERMO J. FLORES, EdD	District Office
77		TIRSO DL. PASCUAL	Francisco F. Illescas E/S
78		MARIA ROBINA B. PASCUAL	Dr. Antonio C. Villarama M/S
	<b>Norzagaray East</b>		
79		BEVERLUZ D. DIZON	Timoteo Policarpio MES
80		BABY RUTH R. CRUZ	Padling ES
81		VINCENT T. DULLETE	District Office
	<b>Norzagaray West</b>		
82		EVELINDA C. SANTOS, PhD	FVR Phase 2 Elementary School
83		NIDA D. DELA MERCED	Coral Elementary School
84		MARICEL R. DELOS SANTOS, PhD	Bitungol Elementary School
	<b>Sta. Maria Central</b>		
85		CECILIA P. BUENAVENTURA, EdD	District Office
86		MONALISA M. VILLANUEVA, PhD	Sta. Maria Central School
87		ARLENE I. CUTARA	Sta. Cruz Elementary School
	<b>Sta. Maria East</b>		
88		Anabel S. Reyes	Bagbaguin Elementary School
89		Elisa J. De Silva	Bagbaguin Elementary School
90		Gina C. Enriquez	Mahabang Parang Elementary School
	<b>Sta. Maria West</b>		
91		Baby Lyn P. Guiiao, EdD	Cornelia M. de Jesus Memorial Central School
92		Anna V. Juliano	Cay Pombo Elementary School
93		Maxima C. del Rosario	Cay Pombo Elementary School



**PARTICIPANTS IN HRMP SB (2 per EDDIS )**

<b>SECONDARY</b>			
<b>No.</b>	<b>District</b>	<b>Name</b>	<b>School</b>
<b>EDDIS I</b>			
1	Paombong	Gilbert S. Santos	San Roque National High School
2	Paombong	Julie Ann J. Magno	San Roque National High School
<b>EDDIS II</b>			
3	Bustos	Alvin Cruz	Cambaog High School
4	Bustos	Rovelyn Guerrero	Dr, Pablito V. Mendoza Sr. HS
<b>EDDIS III</b>			
5	San Miguel	Richelle SD Sagum	Vedasto R. Santiago High School
6	San Miguel	Ana Rosana G. Victoria	San Miguel National High School
<b>EDDIS IV</b>			
7	Marilao	Reygie C. Bauza	Prenza NHS
8	Marilao	Anthony P. Mendoza, DEM	Prenza NHS
<b>EDDIS V</b>			
9		Marveluz M. geronimo	Lolomboy NHS
10		Virginia M. Cordero	Taal NHS
<b>EDDIS VI</b>			
11	Angat	Ricardo Benis	NHV National High Schoool
12	Sta. Maria Central	Eloisa H. Brazil	Catmon National High School