



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

05 Jun 2025

DIVISION MEMORANDUM

No. 215, s. 2025

DIVISION ORIENTATION OF HRMPSB AND HOC COMMITTEE ON DEPED ORDER NO. 20, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance with the Division Memorandum No. 208, s. 2025 or the creation of the Ad Hoc Committee to Expedite the Recruitment, Selection, and Appointment of Teachers to Higher Teaching Positions in Selected Schools with Vacant Plantilla Items, this Office will conduct a **“DIVISION ORIENTATION OF HRMPSB AD HOC COMMITTEE ON DEPED ORDER NO. 20, s. 2024”** on June 9, 2025, 1:30 p.m. to 5:00 p.m. at the 2nd floor of Lucena City Teachers and Employees Conference Centre (LCTECC).
2. The primary purpose of this activity is to provide awareness and clarification among HRMPSB, Division Selection Committee, and HRMPSB sub-committee on the salient features and processes stipulated in the new Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions.
3. Participants of this activity are the HRMPSB, Division Selection Committee, and HRMPSB sub-committee.
4. Annex 1 encloses the matrix of the activity while Annex 2 indicates the participants.
5. For more details, please contact Glenna Habito, Administrative Officer IV/HRMO on telephone number (042) 421-4161.
6. Immediate and widest dissemination of this Memorandum is desired.

SUSAN DL. ORIBIANA

Schools Division Superintendent

For the Schools Division Superintendent

Edenia O. Libranda

EDENIA O. LIBRANDA

Assistant Schools Division Superintendent

Date: 06-05-2025

OSDS/PER / GMH /
045 / 06/05/2025

DIVISION ORIENTATION OF HRMPSB AD HOC COMMITTEE ON DEPED ORDER NO. 20, s. 2024



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City

Contact Nos.: (042) 421-4161/421-4162/421-5137

Email Address: lucena.city@deped.gov.ph

Website: depedlucena.com

MATRIX OF ACTIVITY

1:00 – 1:30	REGISTRATION	MARIA CHRISANDREA ELOIE E. QUIROZ
1:30 – 2:00	OPENING PROGRAM Nationalistic Song Prayer Checking of Participants Opening Remarks Rationale Messages	Audio-Visual Presentation Audio-Visual Presentation GLENNA M. HABITO Administrative Officer IV/HRMO EDENIA O. LIBRANDA Assistant Schools Division Superintendent EPIFANIA F. CARANDANG Chief - SGOD SUSAN DL. ORIBIANA Schools Division Superintendent
2:00 – 2:45	Session 1: Overview of DO No. 20, s. 2024	EPIFANIA F. CARANDANG Chief - SGOD
2:45 – 3:30	Session 2: Conduct of Comparative Assessment of Applicants (Education, Training, Experience, and Performance)	REY MARK R. QUEAÑO PSDS
3:30 – 4:15	Session 3: Conduct of Comparative Assessment of Applicants (Classroom Observable Indicators)	MAY GRACE D. SALAZAR MT I/OIC-SH
4:15 – 5:00	Session 4: Conduct of Comparative Assessment of Applicants (Non-Classroom Observable Indicators)	XANDRA LEAH S. DAMES School Head

MARIA CHRISANDREA ELOIE E. QUIROZ

Master of Ceremony

LIST OF PARTICIPANTS

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
SCHOOLS DIVISION OFFICE				
1	Susan DL. Oribiana	F	SDS	OSDS
2	Edenia O. Libranda	F	OIC - ASDS	OSDS
3	Epifania F. Carandang	F	Chief – SGOD	SGOD
4	Myla K. Mendiola	F	OIC – Chief CID	CID
5	Benjie C. Rivera	M	AO V/Admin	OSDS
6	Maria Katherine A. Panganiban	F	AO V/Budget	OSDS
7	Glenna M. Habito	F	AO IV/HRMO	OSDS
8	Joey L. Jader	M	EPS	CID
9	Rey Mark R. Queaño	M	PSDS	CID
10	Xandra Leah S. Dames	F	Principal	Lucena East VI ES
11	May Grace D. Salazar	F	OIC – School Principal	LCNHS – Mayao Castillo Extension
12	Maria Chrisandrea Eloie E. Quiroz	F	Admin. Aide VI	OSDS
13	Karina R. Bautista	F	EPS	SGOD
14	Eunice D. King	F	AO II	OSDS
15	Rhea A. Gallano - Mojica	F	Accountant III	OSDS
16	Belen M. Andal	F	SEPS	SGOD
17	Dexter M. Valle	M	EPS	CID
18	Maridel S. Bibit	F	ADAS III	OSDS