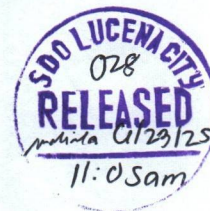




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



17 Jun 2025

DIVISION MEMORANDUM

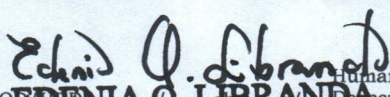
No. 232, s. 2025

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

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

1. In reference to **DM-OUHRD-2025-0554** titled “**Program Support Fund Utilization Guidelines for the Conduct of Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training, Deepening on Initial Evaluation, and PPST Assessment at the Division Level,**” this Office provides instructions on the proper utilization of the support funds.
2. In this connection, the Schools Division Office shall conduct the **Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment** on **June 24-25, 2025**, at the **Lucena City Teachers and Employees Conference Center (LCTECC), 2nd Floor**. All participants are expected to arrive at the training venue on or before **7:30 a.m.** for registration.
3. Moreover, all participants are reminded to bring their own laptops, chargers, and extension cords. Participants with health conditions are also advised to bring their maintenance medications for their health and safety.
4. The lists of participants, learning facilitators, members of the Division Program Management Team, the Technical Working Group, and the program of activities are enclosed in this memorandum for your reference.
5. Should you have any queries or other related concerns, you may contact **Rolan B. Catapang** or **Barbara Jane E. Barron**, Human Resource Development Specialists, at telephone numbers **(042) 421-4161, 421-4162, or 421-5137, loc. 234**.
6. Immediate dissemination of this Memorandum is desired.

For the Schools Division Superintendent


EDENIA O. LIBRANDA
Assistant Schools Division Superintendent

SGOD

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

Date: 06/17/2025

SUSAN DL. ORIBIANA

Schools Division Superintendent



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

TITLE OF ACTIVITY: Human Resource Merit Promotion and Selection Board (HRMP SB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment

DATE OF ACTIVITY: June 24-25, 2025

Day 1: June 24, 2025 (Tuesday)		
TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:30-8:00am	Arrival and Registration	c/o PMT
8:00-8:30am	OPENING PROGRAM	
	▪ Philippine National Anthem	AVP
	▪ Opening Prayer	AVP
	▪ SDO Lucena Hymn	AVP
	▪ DepEd Quality Policy Statement	AVP
	▪ Acknowledgement of Participants	ROLAN B. CATAPANG SEPS – HRD
	▪ Welcome Remarks	EDENIA O. LIBRANDA ASDS
	▪ Inspirational Message	SUSAN DL. ORIBIANA SDS
	▪ Rationale, Objectives & Matrix	PMT
8:30-9:30 a.m.	Session 1 ▪ Overview of the Expanded Career Progression Policy	c/o Learning Facilitator 1
9:30-10:30 a.m.	Session 2: ▪ Overview of the PPST and the Indicators (COI & NCOI)	c/o Learning Facilitator 2
10:30-12:00 p.m.	Session 3: ▪ Procedures and Requirements for Reclassification	c/o Learning Facilitator 3
12:00-1:00 p.m.	LUNCH BREAK	
1:00-5:00 p.m.	Session 4A: ▪ Initial Evaluation of QS and Performance Requirements	c/o Learning Facilitator 4
1:00-5:00 p.m.	Session 4B: ▪ Assessing the Demonstration of Classroom Observable Indicators (COIs)	c/o Learning Facilitator 1
5:00-5:15 p.m.	▪ Wrap-up / Reminders / Debriefing	c/o PMT

Day 2: June 25, 2025 (Wednesday)		
TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:00-7:45 a.m.	Arrival and Registration	c/o PMT
7:45-8:00 a.m.	Management of Learning ▪ Opening Prayer ▪ Nationalistic Song ▪ Energizer ▪ Recapitulation ▪ Reminders	c/o PMT
8:00-12:00 p.m.	Session 5A: ▪ Assessing Education, Training, and Experience (ETE), and Computing Points for Performance	c/o Learning Facilitator 2

	Session 5B: <ul style="list-style-type: none"> Assessing Demonstration of the Non-Classroom Observable Indicators (NCOIs) 	<i>c/o Learning Facilitator 3</i>
12:00-1:00 p.m.	LUNCH BREAK	
1:00-4:00 p.m.	Session 6: Behavioral Events Interview	<i>c/o Learning Facilitator 4</i>
4:00-5:00 p.m.	CLOSING PROGRAM <ul style="list-style-type: none"> Nationalistic Song Ecumenical Prayer Insights Challenge Accepting the Challenge Awarding of Certificates Closing Remarks 	AVP AVP One of the Participants PMT One of the Participants Top Management PMT
Home Sweet Home		

ROLAN B. CATAPANG
Master of Ceremony

LIST OF PARTICIPANTS

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

DATE OF ACTIVITY: June 24-25, 2025

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Benjie C. Rivera	M	AO V	OSDS-Administrative Services
2	Maria Katherine A. Panganiban	F	Budget Officer III	Finance Services
3	Rhea A. Gallano-Mojica	F	Accountant III	Finance Services
4	Glenna M. Habito	F	AO IV	OSDS-Personnel
5	Karina R. Bautista	F	EPS	SGOD
6	Belen M. Andal	F	SEPS-SMN	SGOD
7	Dexter M. Valle	M	EPS I-Mathematics	CID
8	Eunice D. King	F	AO II	OSDS-Personnel
9	Maridel S. Bibit	F	Admin. Asst. III	OSDS-Personnel
10	Joey L. Jader	M	EPS I-MAPEH	CID
11	Myla K. Mendiola	F	EPS / OIC-Chief	CID
12	Jasper M. Martinez	M	Admin. Asst. III	OSDS-Personnel
13	Aloysius D. Cabana	M	AO IV	Supply
14	Maria Eleanor A. Pinza	F	AO IV	Cash
15	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
16	Rowela M. Caperiña	F	EPS I-Kinder/SNED	CID
17	Ronald V. Mendiola	M	PSDS	CID
18	Erwin R. Abrencillo	M	EPS I-Science	CID
19	Ma. Consolacion V. Teñido	F	PSDS	CID
20	Anicia J. Villaruel	F	EPS I-LRMS	CID
21	Dennis E. Ibarrola	M	PSDS	CID
22	Mary Cleire D. Miguel	F	SEPS-PAR	SGOD
23	Nancy D. La Rosa	F	PSDS	CID
24	Sorina P. Gloria	F	PSDS	CID
25	Eden E. Reazo	F	PSDS	CID
26	Pablito R. Alay	M	PSDS	CID
27	Donald M. Valle	M	PSDS	CID
28	Modesta R. Jaurigue	F	EPS I-Filipino	CID
29	Larrywel A. Enriquez	M	PSDS	CID
30	Leonora Fe M. Malabonga	F	EPS I-English	CID
31	Maria Chrisandrea Eloie E. Quiroz	F	Admin. Asst. III	OSDS-Personnel
32	Floriza C. Indenible	F	Admin. Asst. III	OSDS-Personnel
33	Ma. Leonora T. Andojar	F	Admin. Asst. III	OSDS-Personnel
34	Cinderella G. Magtibay	F	Admin. Aide VI	OSDS
35	Cream Erlyn T. Arong	F	Admin. Asst. III	OSDS-Finance
36	Kim Beverly A. Albino	F	Admin. Asst. III	OSDS-Finance
37	Christian J. Gamier	M	Admin. Aide VI	OSDS-Admin. Services

PROGRAM MANAGEMENT TEAM (PMT)

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

DATE OF ACTIVITY: June 24-25, 2025

Top Management:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Susan DL. Oribiana	F	SDS	OSDS
2	Edenia O. Libranda	F	ASDS	OSDS

Learning Facilitators:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
3	Epifania F. Carandang	F	Chief	SGOD
4	Rey Mark R. Queaño	M	PSDS	CID
5	Xandra Leah S. Dames	F	Principal I	Lucena East VI ES
6	May Grace D. Salazar	F	Master Teacher I /TIC	LCNHS-Mayao Castillo Ext.

Process Observers:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
Day 1	AM: Myla K. Mendiola	F	EPS I-AP / OIC-Chief	CID
	PM: Nancy D. La Rosa	F	PSDS	CID
	PM: Sorina P. Gloria	F	PSDS	CID
Day 2	AM: Eden E. Reazo	F	PSDS	CID
	AM: Consolacion V. Teñido	F	PSDS	CID
	PM: Rowela M. Caperiña	F	EPS I-Kinder /SNED	CID

Program Manager / Class Manager:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
7	Rolan B. Catapang	M	SEPS-HRD	SGOD
8	Barbara Jane E. Barron	F	EPS II-HRD	SGOD

Quality Assurance and Monitoring & Evaluation (QAME) & Documenter:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
9	Pascual C. La Rosa Jr.	M	SEPS-SM (M&E)	SGOD
10	Karen Jane P. Montero	F	EPS II-SM (M&E)	SGOD

Health & Wellness Officers:

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
11	Day 1: Patrick Miguel T. Palacio	M	Nurse II	SGOD
	Day 2: Harvey T. Natividad	M	Nurse II	SGOD