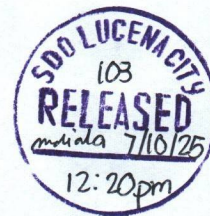




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



08 Jul 2025

DIVISION MEMORANDUM

No. 254, s. 2025

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)
ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND
PPST ASSESSMENT (BATCH 2)**

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

1. In reference to **HRDD-RM-2025-291** titled “**Virtual Orientation Meeting on 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 **July 15 and 16, 2025**, at the **Lucena City Teachers and Employees Conference Center (LCTECC), 2nd Floor**. Participants are expected to arrive at the training venue on or before **7:30 a.m.** for registration.
3. All participants are reminded to bring their own laptops, chargers, and extension cords. Those with health conditions are advised to bring their maintenance medications for their health and safety. Furthermore, in support of our commitment to Mother Earth, we kindly ask everyone to bring their own tumblers for drinking purposes.
4. The list of participants, learning facilitators, members of the Division Program Management Team, the Technical Working Group, and the program of activities is 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.

SUSAN DL. ORIBIANA

Schools Division Superintendent

Human Resource Merit Promotion and Selection Board (HRMPSB) in
Deepening on Initial Evaluation and PPST Assessment (Batch 2)

SGOD/HRD / rbc /
083 / 07/08/2025

BARBARA JANE E. BARRON
Attorney in Law / Legal Officer



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 (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment

DATE OF ACTIVITY: July 15-16, 2025

Day 1: July 15, 2025 (Tuesday)		
TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:30-8:00 a.m.	Arrival and Registration	c/o PMT
8:30-9:00 a.m.	OPENING PROGRAM <ul style="list-style-type: none"> Philippine National Anthem Opening Prayer SDO Lucena Hymn DepEd Quality Policy Statement Acknowledgement of Participants Welcome Remarks Inspirational Message Rationale, Objectives & Matrix 	AVP AVP AVP AVP ROLAN B. CATAPANG SEPS – HRD EDENIA O. LIBRANDA ASDS SUSAN DL. ORIBIANA Schools Division Superintendent ROLAN B. CATAPANG SEPS – HRD
9:00-10:15 a.m.	Session 1: <ul style="list-style-type: none"> Overview of the Expanded Career Progression Policy 	DR. EPIFANIA F. CARANDANG Chief Education Supervisor, SGOD
10:15-10:30 a.m.	HEALTH BREAK	
10:30-12:00 n.n.	Session 2: <ul style="list-style-type: none"> Overview of the PPST and the Indicators (COI & NCOI) 	DR. EPIFANIA F. CARANDANG Chief Education Supervisor, SGOD
12:00-1:00 p.m.	LUNCH BREAK	
1:00-3:00 p.m.	Session 3: <ul style="list-style-type: none"> Procedures and Requirements for Reclassification 	DR. REY MARK R. QUEAÑO Public Schools District Supervisor
3:00-3:15 p.m.	HEALTH BREAK	
3:15-4:45 p.m.	Session 4A: <ul style="list-style-type: none"> Initial Evaluation of QS and Performance Requirements 	DR. REY MARK R. QUEAÑO Public Schools District Supervisor
4:45-5:00 p.m.	Wrap-up / Reminders / Debriefing	c/o PMT

Day 2: July 16, 2025 (Wednesday)		
TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:30-8:00 a.m.	Arrival and Registration	c/o PMT
8:00-8:15 a.m.	Management of Learning <ul style="list-style-type: none"> Opening Prayer Nationalistic Song Energizer Recapitulation Reminders 	c/o PMT

8:15-10:00 a.m.	Session 4B: <ul style="list-style-type: none"> Assessing the Demonstration of Classroom Observable Indicators (COIs) 	DR. MAY GRACE D. SALAZAR <i>Master Teacher I / OIC-School Head</i> <i>LCNHS-Mayao Castillo Extension</i>
10:10-10:15 a.m.	HEALTH BREAK	
10:15-12:00 n.n.	Session 5: <ul style="list-style-type: none"> Assessing Demonstration of the Non-Classroom Observable Indicators (NCOIs) 	MS. XANDRA LEAH S. DAMES <i>Principal I, Lucena East VI ES</i>
12:00-1:00 p.m.	LUNCH BREAK	
1:00-4:00 p.m.	Session 6: <ul style="list-style-type: none"> Behavioral Events Interview 	MS. XANDRA LEAH S. DAMES <i>Principal I, Lucena East VI ES</i>
4:00-5:00 p.m.	CLOSING PROGRAM <ul style="list-style-type: none"> Nationalistic Song Ecumenical Prayer Awarding of Certificates Closing Remarks 	AVP AVP Top Management DR. EPIFANIA F. CARANDANG <i>Chief Education Supervisor, SGOD</i>
	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 (Batch 2)

DATE OF ACTIVITY: July 15-16, 2025

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1	Rolito M. Inojosa	M	Principal IV	Gulang-Gulang NHS
2	Rodolfo A. Sena Jr.	M	Principal III	Lucena City NHS
3	Arlene L. Mendoza	F	OIC-Asst. Principal	Lucena City NHS
4	Abel D. Otico	M	OIC-Asst. Principal	Lucena Dalahican NHS
5	Maria Dreza R. Simbahan	F	Head Teacher III	LDNHS-Barra Annex
6	Junet Andrea M. Lavarro	F	Asst. Principal II	Cotta NHS
7	Sherwin R. De Silva	M	OIC-Asst. Principal	Cotta NHS
8	Ritchelda D. Abadilla	F	Principal I	Ibabang Talim Integrated HS
9	Arcelito M. Aliento	M	OIC-School Head	LCNHS-Ilayang Dupay Ext.
10	Alelyn M. Mangundayao	F	Asst. Principal II	LCNHS-Mayao Crossing Ext.
11	Rudyard U. Rocafor	M	OIC-School Head	LCNHS-Sil. Mayao Annex
12	Marlou Abel D. Rama	M	OIC-School Head	Don Victorville NHS
13	Fermela V. Calvario	F	Head Teacher IV	Napoleon Ravanzo NHS
14	Pelagia R. Regio	F	Asst. Principal II	GGNHS-Domoit Extension
15	Sherin D. Bustamante	F	Teacher III-TIC	Mayao Parada Agricultural Integrated High School
16	Michael J. Medina	M	Principal I	Ransohan Integrated School
17	Ma. Concepcion D. Bobadilla	F	Principal I	Lucena North I ES
18	Ian Carlos M. Vizconde	M	Principal I	Lucena North II ES
19	Ronnalyn P. Ibarrola	F	Principal I	Lucena North III ES
20	Catherine Marie P. Barba	F	Principal I	Camp Nakar ES
21	Ronnie J. Cada	M	Principal I	Domoit ES
22	Marilyn A. Merto	F	Principal III	Elvira Razon Aranilla ES
23	Paulina P. Labitigan	F	Principal II	Gulang-Gulang ES
24	Maria Leah P. Comia	F	Principal I	Hermana Fausta ES
25	Ferdinand P. Macatugob	M	Principal I	Ilayang Dupay ES
26	Maria Corazon A. Rubio	F	Principal II	Kanlurang Mayao ES
27	Cynthia R. Gimenez	F	Principal I	Reymar Compound ES
28	Josephine L. Ocampo	F	Principal II	San Lorenzo ES
29	Pear L. Tuzon	F	Principal I	Silangang Mayao ES
30	Hazel T. Abanto	F	Principal II	Zaballero Subdivision ES
31	Lorelie A. Jasul	F	Principal I	Lucena East I ES
32	Rosa Linda D. Garcia	F	Principal II	Lucena East II ES
33	Allan L. Jumpalad	M	Principal II	Lucena East III ES
34	Benilda M. Pujanes	F	Principal I	Lucena East IV ES
35	Maximino M. Garcia, Jr.	M	Principal I	Lucena East V ES
36	Rowena J. Adormeo	F	Principal II	Lucena East VII ES
37	Lilian B. Paderes	F	Head Teacher-III	Lucena East VII ES-Annex
38	Maria Cristina V. De Torres	F	Principal II	Lucena East VIII ES
39	Cherry Alva P. Espedido	F	Head Teacher III	Lucena East IX ES

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
40	Carlos V. Villaester	M	Principal II	Lucena West I ES
41	Yvette M. Preclaro	F	Principal I	Lucena West II ES
42	Marck Andro E. Bernabe	M	OIC-Asst. Principal	Lucena West II ES
43	Josephine E. Permalino	F	Principal II	Lucena West III ES
44	Enelyn H. Bayani	F	Principal I	Lucena West IV ES
45	Jose Virgel L. Adriano	M	Principal-II	Ibabang Iyam ES
46	Joseph V. Mendiola	M	Principal I	Ibabang Talim ES
47	Andy G. Palillo	M	Teacher III-TIC	Ilayang Talim ES
48	Editha B. Huelva	F	Principal III	Isabang ES
49	Jennifer M. Oestar	F	Head Teacher-III	Isabang ES - Bocohan Annex
50	Lowell B. Busa	M	Principal I	Salinas ES
51	Audones B. Duenas	M	Principal II	Lucena South I ES
52	Jefferson R. Alojado	M	Principal I	Lucena South II ES
53	Gloria S. Bobadilla	F	Principal I	Barra ES
54	Analyn I. Mendoza	F	Principal I	Bliss ES
55	Ferlinda M. Briones	F	Principal II	Dalahican ES
56	Jescelyn F. Albo	F	OIC-Asst. Principal	Dalahican ES
57	Feliciano B. Salandanan	M	Principal I	Dalahican ES - Annex
58	Leilani P. Tan	F	Principal I	Mayao Castillo ES
59	Maria Irene M. Flores	F	Principal II	Mayao Crossing ES
60	Loida L. Tabernilla	F	Principal I	Mayao Parada ES
61	Enrique A. Cuario	M	Principal I	Talao-Talao ES
62	Lorena M. Abadilla	F	Admin. Officer II	Talao-Talao ES
63	Rhodora T. Pena	F	Admin. Officer II	Mayao Castillo ES
64	Michelle A. Sanchez	F	Admin. Officer II	Domoit ES
65	Z-Ann Leah B. Zulueta	F	Admin. Officer II	Elvira Razon Aranilla ES
66	Kristine M. San Gil	F	Admin. Officer II	Ibabang Iyam ES

PROGRAM MANAGEMENT TEAM (PMT)

TITLE OF ACTIVITY: Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment (Batch 2)

DATE OF ACTIVITY: July 15-16, 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 OIC-School Head	LCNHS- Mayao Castillo Ext.

Program Manager / Class Manager:

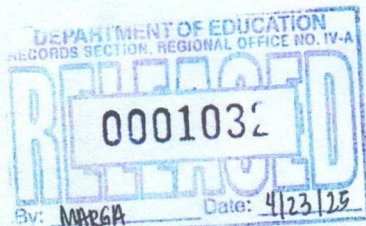
NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
7	Rolan B. Catapang	M	SEPS-HRD	SGOD
8	Barbara Jane E. Barron	F	EPS II-HRD	SGOD

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

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

Health & Wellness Officers:

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



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



23 April 2025

Regional Memorandum
No. 291 s. 2025

**VIRTUAL ORIENTATION MEETING ON THE CONDUCT OF HUMAN
RESOURCE MERIT PROMOTION AND SELECTION BOARD
(HRMPSB) ASSESSORS TRAINING: DEEPENING ON
INITIAL EVALUATION AND PPST ASSESSMENT
AT THE DIVISION LEVEL**

To: **Schools Division Superintendents**

1. Relative to DM-OUHRD-2025-0554 on the Program Support Funds 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 and related matters arising from this issuance, this Office will hold a Virtual Orientation Meeting on **April 24, 2025, at 9:30 AM to 11:30 AM via MS Teams**.
2. Participants in this activity are SGOD Chiefs, HRD Specialists and the trained participants during the Regional Assessors' Training held on January 14-17, 2025 at BP International Makiling, Los Banos, Laguna with the NTWG and nationally trained assessors from this region.
3. They are requested to confirm their attendance through <https://bit.ly/VOMECP25> on or before **April 23, 2025 at 5PM**. MS Teams meeting link will be sent to their registered e-mails.
4. Should there be queries pertaining to this matter, please get in touch with Ms. Jisela N. Ulpina , Mr. Bryan A. Pobe or Mr. Mark Anthony R. Malonzo through email at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

By Authority of the Regional Director:


LOIDA N. NIDEA

Assistant Regional Director

ROH4/1