



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY


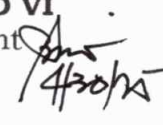

DIVISION MEMORANDUM
No. 024, s. 2025

April 30, 2025

**ATTENDANCE IN 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: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Members of the HRMPSB
Technical Working Group

1. Following the recently concluded National Assessors Training of Trainers (NTOT) and Regional Assessors Training of Trainers (RTOT), the Bureau of Human Resource and Organizational Development- Human Resource Development Division (BHRD-HRDD) further recognizes the need to capacitate the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and its sub-committees at the Division level who shall serve as assessors of teacher competencies as they submit themselves for promotional assessment. This is to support the objective of building an adequate pool of credible and competent assessors in view of the implementation of the Expanded Career Progression System for Public School Teachers pursuant to Executive Order No. 174, s. 2022 by means of promotion through the upcoming new reclassification guidelines and the recently issued Recruitment, Selection, and Appointment (RSA) Guidelines for Higher Teaching Positions.
2. The training will be conducted on May 7-8, 2025 at Fabian's Catering Services, Digos City
3. The food and venue expenses shall be charged to Downloaded funds while travelling expenses shall be charged to School/Division MOOE. Both expenses are subject to the usual accounting and auditing rules and regulations.
4. Attached are the List of Participants and the Indicative Program of Activities for ready references.
5. For your information, guidance, and compliance.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

RECORDS SECTION
RELEASED
DATE: MAY 02 2025 TIME: 1:20 PM
BY: 



Participants:

1. Schools Division Superintendent
2. Assistant Schools Division Superintendent
3. Division Chiefs
4. Public Schools District Supervisors
5. Public School Heads
6. HRMPSB Members
7. HRD Specialists
8. Cecile C. Uy- M&E
9. Kristine Marie Bejarin-Nurse on Duty
10. Claire Mariz Moral- TWG
11. Regie Clemente-TWG
12. Mary Ann Dealgue-TWG

Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment at the Division Level
SCHEDULE OF ACTIVITIES
May 7-8, 2025
Fabian's Catering Services, Digos City

Time	Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Methodology	Person Responsible	Resources Needed
Day 1 7:00-8:00	To register the participants	Registration	Attendance	None	None	TWG	Attendance sheets
8:00-8:30	To set the program	Opening Program	Opening of the Program	None	AVP	TWG	Laptop, projector, screen, sound system, preliminaries
	To answer the pre-test to determine the prior knowledge	Pre-Test	Scores in the Pre-Test	Teamwork	Multiple Choice (Pre-Test)	Resource Person	Paper and pencil test
8:30-9:30	To present the background and salient points of EO 174	Lecture	Reflection	Overview of the Expanded Career Progression Policy	Lecture	Resource Person	Laptop, projector, screen, sound system
9:30-10:30	To present the background and salient points of PPST	Lecture	Reflection	Overview of the PPST and its Indicators (COI and NCOI)	Lecture	Resource Person	Laptop, projector, screen, sound system, PPT
10:30-12:00	Explain logically the procedures for reclassification Identify the different requirements for	Lecture Workshop	Appreciated the procedures and requirement for reclassification through a reflective journal	Procedures and Requirements for Reclassifications	Lecture Feedback sessions	Resource Person	Laptop, projector, screen, sound system

	reclassification						
12:00-1:00	Lunch Break						
1:00-3:00	Learn to evaluate the QS and performance requirements for promotion	Lecture Workshop	Accomplished Reclassification Form for Teaching Positions	Initial Evaluation of QS and Performance Requirements	4A's Method	Resource Person	Laptop, projector, screen, sound system, worksheets
3:00-5:00	Simulate the steps in assessing the COI Learn the protocols and requirements of COI	Lecture Workshop	Accomplished the COT-ECP Form	Assessing the Demonstration of Classroom Observable Indicators (COIs)	4A's Method	Resource Person	Laptop, projector, screen, sound system, worksheets
Day 2 8:00-10:00	Compute accurately the performance rating Apply the use of increments table Assess the education, training, experience as criteria for reclassification	Lecture Workshop	Accomplished Reclassification Form for Teaching Positions	Assessing Education, Training, experience and Computing Points for Performance	4A's Method	Resource Person	Laptop, projector, screen, sound system, worksheets
10:00-12:00	Present Non-Classroom Observation Process and Requirements	Lecture Workshop	Accomplished Reclassification Form for Teaching	Assessing the Demonstration of the Non-Classroom Observable	4A's Method	Resource Person	Laptop, projector, screen, sound system, worksheets

