



#### Republic of the Philippines

## Department of Education

Region XI

#### SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM No. \_\_\_\_\_\_, 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 (BHROD-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

RECORDS SECTION

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Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

**(**082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

**(082)** 553-8396 | (082) 553-8376

www.depeddigoscity.org digos.city@deped.gov.ph



### 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 Devalgue-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

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Session Objectives	Activity/ Session	Expected Outputs	Topic/ Content	Methodology	Person Responsible	Resources Needed
To register the participants	Registration	Attendance	None	None	TWG	Attendance sheets
	Tropion across	110011444100	110110	110110	1110	Traceria de la companya del companya del companya de la companya d
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	Teamwork	Multiple Choice (Pre- Test)	Resource Person	Paper and pencil test
To present the background and salient points of EO	Lecture		Overview of the Expanded Career Progression Policy	Lecture	Resource Person	Laptop, projector, screen, sound system
To present the background and salient points of PPST	Lecture	Reflection	Overview of the PPST and its Indicators (COI and	Lecture	Resource Person	Laptop, projector, screen, sound system PPT
Explain logically the procedures for reclassificatio n  Identify the different requirements	Lecture	Appreciated the procedures and requirement for reclassification through a reflective	Procedures a d Requirements for Reclassificatio	Lecture Feedback	D	Laptop, projector, screen, sound system
	To register the participants  To set the program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of EO 174  To present the background and salient points of PPST  Explain logically the procedures for reclassification  Identify the different	To register the participants  To set the program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of EO 174  To present the background and salient points of PPST  Explain logically the procedures for reclassificatio n  Identify the different requirements  Registration  Registration  Lecture  Pre-Test  Lecture  Lecture	To register the participants  Registration  Registration  Attendance  To set the program  Opening Program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of EO 174  To present the background and salient points of PPST  Explain logically the procedures for reclassificatio n  Identify the different requirements  Registration  Attendance  Opening Opening of the Program  Scores in the Pre-Test  Reflection  Appreciated the procedures and requirement for reclassification through a reflective	To register the participants  Registration  Registration  Attendance  None  To set the program  Opening Program  Opening of the Program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of EO 174  To present the background and salient points of PPST  Explain logically the procedures for reclassification n  Identify the different requirements  Registration  Attendance  None  None  None  Scores in the Program  Overview of the Expanded Career Progression Policy  Overview of the PPST and its Indicators (COI and NCOI)  Appreciated the procedures and requirement for reclassification through a reflective  Reflective  Reclassificatio	To register the participants  Registration  Attendance  None  None  None  To set the program  Opening Program  Opening Program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of EO 174  To present the background and salient points of PPST  Explain logically the procedures for reclassification n ldentify the different requirements  Attendance  None  None  None  AVP  Multiple Choice (Pre-Test)  Teamwork  Career Progression Progression Policy  Appreciated the procedures and requirements for reclassification through a reflective  Reflection  Procedures a d Requirements for reclassification through a reflective  Reclassification Feedback	To register the participants  Registration  Registration  Attendance  None  None  TWG  To set the program  Opening Program  Program  Opening Program  To answer the pre-test to determine the prior knowledge  To present the background and salient points of PPST  To present the background background and salient points of PPST  Explain logically the procedures and requirements requirements  In the procedures and requirements requirements  To present the background and salient procedures and requirements through a reflective  Registration  Attendance  None  None  None  TWG  AVP  TWG  Multiple Choice (Pre-Test)  Resource Person  Overview of the Expanded Career Progression Policy  Overview of the PPST and its Indicators (COI and NCOI)  Lecture  Resource Person  Procedures a d Requirements for reclassification through a reflective  Reclassificatio  Reclassificatio  Procedures a d Requirements for Reclassification  Registration  Represent the program  None  Appreciated the procedures and requirements for Reclassification

	reclassificatio n						
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 Appliy the use of increments table Assess the education, training, experience as criteria for reclassificatio n	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

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	Demonstrate assessment process for NCOI		Positions, COT Rating for NCOI	Indicators (COIs)			
12:00-1:00	Lunch Break						
1:00-4:00	Learn the concepts, steps and processes in the conduct of BEI  Learn the STAR approach  Learn to craft sample questions to be used during the BEI	Lecture Workshop	Accomplished Interview Rating Sheets, Notes and RFTP	Behavioral Events Interview (BEI)	4A's Method	Resource Person	Laptop, projector, screen, sound system, worksheets
4:45-4:55	To answer the post-test to determine the prior knowledge	Post-Test	Scores in the Post-Test	Technology and its application	Multiple Choice (Post- Test)	Resource Person	Paper and pencil test
4:55-5:00	Closing Program						

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