

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



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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Department of Education



OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 0554

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS, REGIONAL HRDD
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development


ATTY. EDSON BYRON K. SY
Assistant Secretary 
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : 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

DATE : 03 March 2025

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 (BHRDD-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 Schools Division level who shall serve as assessors of teacher competencies as they submit themselves for promotional assessment.

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 (EO) 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 (DO 20, s. 2024), a **Program Support Fund (PSF)** shall be downloaded to all Regions to provide financial support on the conduct of **HRMPSB Assessors Training: Deepening on Initial Evaluation and PPST Assessment** at the Division level.

This activity aims to provide capability building support programs and initiatives to school's division offices to:

- Increase the number of *competent, credible, and objective* assessors of teacher competencies;
- Ensure that members of the HRMPSB and Sub-committees have sufficient skills necessary for conducting thorough and fair evaluation and assessment;
- Establish consistent and standard evaluation and assessment processes across the country.

Details on the conduct of the said training, including the training design and session guides are attached as **Annex A**.

To execute this, a total PSF amount of **Twenty-Three Million Four Hundred Eighty-Eight Thousand One Hundred Pesos (Php 23,488,100.00)** charged against the Fiscal Year (FY) 2024 (R.A. No. 11936) **Human Resource Development for Personnel in Schools and Learning Centers (HRDPSLC) Continuing Fund** shall be downloaded to the Regional Offices to provide financial support on the conduct of the abovementioned activity. The detailed PSF regional allocation shall be indicated in the official Sub-Allotment Release Order (Sub-ARO).

With this, the Regional Offices are hereby directed to **immediately process the downloading of the allocated PSF to their respective Schools Division Offices** subject to existing rules and regulations. The allocated amount to be downloaded per division is detailed in **Annex B**.

Eligible expenses covered by this fund are the following:

- a. Board and Lodging (*as may be necessary*)
- b. Training Supplies and Materials
- c. Other incidental expenses related to the program.

In case the PSF is not fully utilized and disbursed, other activities related to the administration of Assessors Program, including but not limited to further capability building programs, orientations, and reproduction of other training materials in relation to Assessors Training, and development of other information, education, communication (IEC) materials, can be charged to the PSF. The proposed activity must be approved by the Schools Division Superintendent in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

To ensure proper and full utilization of the fund, SDOs shall comply with the monitoring requirements for HRDPSLC funding, thus an activity completion report must be downloaded and submitted through this folder link <https://tinyurl.com/PSFActivityCompletionReport>. You may also access this folder through the QR code below:



All inquiries or clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado**, at telephone no. (02) 8470-6630 or email address bhrod.hrdd@deped.gov.ph.

For your guidance and appropriate action.

Copy Furnished:
Office of the Secretary

TRAINING MATRIX/PROGRAM DESIGN

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

OBJECTIVES:

Specifically, at the end of each session, the participants shall have:

- discussed the salient points of EO 174 and the reclassification process;
- evaluated the achievement of the qualification and performance requirements of applicants;
- applied the increments table, rubric, and formula in computing the scores on Education, Training, and Experience (ETE), and Performance;
- simulated the assessment of Classroom Observable Indicators (COI) and Non-Classroom Observable Indicators (NCOI)
- applied the *S.T.A.R* approach in conducting the BEI

Number of Participants: To be determined by the SDO based on the allocated PSF.

Participants Profile:

- Members of the HRMPSB (including HRMO) and members of the designated sub-committee/s on Initial Evaluation and Comparative Assessment
- With experience and/or prior training on the evaluation of applicants' qualifications (QS) and computation of scores in Education, Training, and Experience (ETE), and Performance.
- With experience and/or prior training on IPCRF assessment for teachers, conducting classroom observation, and provision of feedback
- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly PPST
- Trained in the implementation of RPMS-PPST
- With Very Satisfactory performance rating in the RPMS

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs
DAY 1					
PLENARY					
1	8:30 AM – 9:30 AM (1 hour)	Overview of the Expanded Career Progression Policy	Present background and salient points of EO 174	Lecture	Reflection
2	9:30 AM – 10:30 AM (1 hour)	Overview of the PPST and its Indicators (COI and NCOI)	Present background and salient points of PPST	Lecture	Reflection
3	10:30 AM – 12:00 PM (1 hour & 30 mins)	Procedures and Requirements for Reclassification	At the end of the session, the participants shall have: <ul style="list-style-type: none"> explained logically the procedures for reclassification; identified the different requirements for reclassification; and appreciated the procedures and requirement for reclassification through a reflective journal. 	Sharing experiences Lecture: Different procedures and requirements in the process of reclassification. Process applicable to the new system of reclassification by virtue of EO 174. Feedback Sessions	Appreciated the procedures and requirement for reclassification through a reflective journal.
-BREAKOUT SESSION-					

Session 4 Breakout Session 1 <i>(DBMOs and Sub-Committee on Initial Evaluation)</i>	1:00 PM – 5:00 PM <i>(4 hours)</i>	<i>Initial Evaluation of OS and Performance Requirements</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> learned to evaluate the Qualification Standards and performance requirements for promotion; demonstrated how to accomplish Parts I and II of the Reclassification Form for Teaching Positions (RFTP) based on application documents. 	4A's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II) Consolidated feedback (questions, comments, insights) from participants
Session 4 Breakout Session 2 <i>(COIs Assessors)</i>	1:00 PM – 5:00 PM <i>(4 hours)</i>	<i>Assessing the Demonstration of Classroom Observable Indicators (COIs)</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> learned the protocols and requirements of classroom observations; simulated the steps in assessing and rating classroom observations and computing the score in the COI portion of the Reclassification Form for Teaching Positions; and shared realizations on upholding focused, unbiased, evidence-based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes. 	4A's Method: Activity Analysis Abstraction Application	Accomplished COT-ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form) Accomplished Reclassification Form for Teachers (RFTP) – COI Portion Journal Reflection

DAY 2

-BREAKOUT SESSION-

Session 5 Breakout Session 1 <i>(DBMOs and Sub-Committee on Initial Evaluation)</i>	8:00 PM – 12:00 PM <i>(4 hours)</i>	<i>Assessing Education, Training, and Experience (ETE), and Computing Points for Performance</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> learned assessing the Education, Training, and Experience (ETE) and performance as criteria for reclassification of position; applied the use of the Increments Table and rubric in assessing the ETE qualifications of applicants; and computed accurately the performance rating of applicants for reclassification. 	4A's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions RFTP) (With correct rating for ETE and Performance)
Session 5 Breakout Session 2 <i>(NCOIs Assessors)</i>	8:00 PM – 12:00 PM <i>(4 hours)</i>	<i>Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)</i>	Present Non-Classroom Observation Process and Requirements; Demonstrate assessment process for NCOI in the assessors' POV	4A's Method: Activity Analysis Abstraction Application	Accomplished Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form, and Accomplished RFTP (with rating for NCOI)

PLENARY

6	1:00 PM – 4:00 PM <i>(3 hours)</i>	<i>Behavioral Events Interview</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> learned the concepts, steps, and processes in the conduct of 	4A's Method: Activity Analysis Abstraction	Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP
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			<ul style="list-style-type: none"> the Behavioral Events Interview (BEI); learned the S.T.A.R approach in conducting the BEI; and learned to craft sample questions to be used during BEI. 	Application	(with rating for Interview) Consolidated feedback (questions, comments, insights) from participants
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Session Materials and References:

Link: <https://tinyurl.com/SESSIONGUIDEREFERENCES25>



*Note: All concerned personnel who are given access are hereby instructed to **DOWNLOAD** all the materials. **EDITING DIRECTLY IN THE FILE IS STRICTLY NOT ALLOWED***

BUDGET ALLOCATION

REGION IV-A	2,565,700.00
Antipolo City	108,000.00
Bacoor City	86,500.00
Batangas	133,800.00
Batangas City	108,000.00
Binan City	108,000.00
Cabuyao City	108,000.00
Calamba City	108,000.00
Cavite	133,800.00
Cavite City	86,500.00
Dasmariñas City	108,000.00
General Trias City	108,000.00
Imus City	86,500.00
Laguna	133,800.00
Lipa City	108,000.00
Lucena City	108,000.00
Quezon	172,500.00
Rizal	133,800.00
San Pablo City	108,000.00
San Pedro City	108,000.00
Sta. Rosa City	108,000.00
Sto. Tomas City	108,000.00
Tanauan City	108,000.00
Tayabas City	86,500.00
Eligible expenses covered by this fund are the following:	
<ul style="list-style-type: none"> • Board and Lodging • Training Supplies and Materials • Other incidental expenses related to the program. 	

**SDOs may employ additional PMT, Trainers/Resource Persons, participants, subject to availability of funds*