



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




04 April 2025

**Regional Memorandum**  
No.257 s.2025

**GUIDELINES FOR THE CONDUCT OF HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS  
TRAINING AND UPDATING OF DIVISION TRAINING  
IMPLEMENTATION PLAN (DTIP)**

To: **Schools Division Superintendents**

1. In reference 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, this Office provides instructions on the proper utilization of the program support funds accordingly.
2. With this and in view of the RM No. 97, s. 2025 on the Submission of the Division Training Implementation Plan (DTIP) on the Division Training of Trainers (DTOT) for the Assessors' Training on Expanded Career Progression System (ECP) for Teachers, it is reiterated that SDOs need to update their respective DTIPs considering the provided guidelines of the PSF per the attached copy of DM-OUHRD-2025-0554.
3. Kindly upload the updated and duly signed PDF copy of the DTIP to <https://bit.ly/DTIPECP4A> on or before **April 14, 2025 at 5:00 PM**. Follow the file name format as **SDO\_DTIP\_ECPS** (e.g., **ANTIPOLO CITY\_DTIP\_ECPS**).
4. Participants are also invited to access and accomplish the consolidation form for the region-wide implementation of the DTOTs in the 23 Schools Division Offices Kindly check it online through <https://bit.ly/DTIP4A>.
5. Should there be queries pertaining to this matter, please contact Ms. Jisela N. Ulpina , Mr. Bryan A. Pobe or Mr. Mark Anthony R. Malonzo through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) or [neap.calabarzon@deped.gov.ph](mailto:neap.calabarzon@deped.gov.ph).
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

06/ROH4/ROH1



Republika ng Pilipinas

## 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. CASRAL  
*Undersecretary*  
*Human Resource and Organizational Development*

ATTY. BISON 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 (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 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 HRMP SB 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-Allocation 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 BHRD-HRDD through **Ms. Ruby Chanda J. Crisostomo** or **Mr. Raymond C. Oplado**, at telephone no. (02) 8470-6630 or email address [bhrd.hrdd@deped.gov.ph](mailto:bhrd.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
<b>DAY 1</b>					
<b>PLENARY</b>					
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"> <li>explained logically the procedures for reclassification;</li> <li>identified the different requirements for reclassification; and</li> <li>appreciated the procedures and requirement for reclassification through a reflective journal.</li> </ul>	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.
<b>-BREAKOUT SESSION-</b>					



Session 4 Breakout Session 1 (BROs and Sub-Committee on Initial Evaluation)	1:00 PM – 5:00 PM (4 hours)	Initial Evaluation of QS and Performance Requirements	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned to evaluate the Qualification Standards and performance requirements for promotion;</li> <li>demonstrated how to accomplish Parts I and II of the Reclassification Form for Teaching Positions (RFTP) based on application documents.</li> </ul>	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 (COIs Assessors)	1:00 PM – 5:00 PM (4 hours)	Assessing the Demonstration of Classroom Observable Indicators (COIs)	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned the protocols and requirements of classroom observations;</li> <li>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</li> <li>shared realizations on upholding focused, unbiased, evidence-based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes.</li> </ul>	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 (BROs and Sub-Committee on Initial Evaluation)	8:00 PM – 12:00 PM (4 hours)	Assessing Education, Training, and Experience (ETE), and Computing Points for Performance	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned assessing the Education, Training, and Experience (ETE) and performance as criteria for reclassification of position;</li> <li>applied the use of the Increments Table and rubric in assessing the ETE qualifications of applicants; and</li> <li>computed accurately the performance rating of applicants for reclassification.</li> </ul>	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 (NCOIs Assessors)	8:00 PM – 12:00 PM (4 hours)	Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)	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)
<b>PLENARY</b>					
6	1:00 PM – 4:00 PM (3 hours)	Behavioral Events Interview	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>learned the concepts, steps, and processes in the conduct of</li> </ul>	4A's Method: Activity Analysis Abstraction	Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP

			<i>the Behavioral Events Interview (BEI);</i> <ul style="list-style-type: none"> <li>• <i>learned the S.T.A.R approach in conducting the BEI; and</i></li> <li>• <i>learned to craft sample questions to be used during BEI.</i></li> </ul>	Application	(with rating for Interview)  Consolidated feedback (questions, comments, insights) from participants
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**Session Materials and References:**

Link: <https://tinyurl.com/SESSIONGUIDEREFERENCE625>



*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

<b>REGION IV-A</b>	<b>2,565,700.00</b>
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"> <li>• Board and Lodging</li> <li>• Training Supplies and Materials</li> <li>• Other incidental expenses related to the program.</li> </ul>	

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