

Republic of the Philippines Department of Education

CORDILLERA ADMINISTRATIVE REGION



24 March 2025

REGIONAL MEMORANDUM No. 217.2025

HUMAN MERIT PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON INITIAL EVALUATION AND ASSESSMENT AT THE DIVISION LEVEL

To:

Schools Division Superintendents

All Others Concerned

All Divisions

- 1. Relative to DM-OUHROD-2025-0554 covering the conduct of **HRMPSB Assessors Training: Deepening on Initial Evaluation and Assessment at the SDO Level,** this Office provides the training design, session guides and Program Support Program (PSF) allocation per SDO in Annex 1.
- 2. This activity aims to strengthen the capability-building programs for Schools Division Offices (SDOs) to:
 - a. increase the number of competent and credible assessors of teacher competencies;
 - b. ensure that HRMPSB members and sub-committees possess the necessary skills for conducting thorough and fair evaluations; and
 - c. establish consistent and standardized evaluation and assessment processes across all SDOs.
- 3. The PSF shall cover the board and lodging, training supplies and materials for participants and other incidental expenses related to the program.
- 4. Since this is a CO-developed PD, the SDOs shall be guided by **RM No. 736**, **s. 2023**, titled "Continuing Professional Development (CPD)-Credit Unit Application Process for SDOs and Schools." The documents shall be submitted at least fifty (45) days before the target implementation date to allow evaluation for Continuing Professional Development (CPD) Credit Units by the Professional Regulations Commission (PRC) Council of Teachers.
- 5. In addition, the completion report must be submitted through the designated folder link: https://tinyurl.com/PSFActivityCompletionReport within one (1) month after implementation.
- 6. For further queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
- Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO Edd, CESO III

Director IV/ Regional Director

HRDD/RCA/LbL-RM - Conduct of Division Assessors Training March 24, 2025





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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.

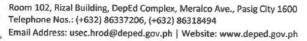
Participants Profile:

- 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

Duration	Topic	Session Objectives	Methodology	Outputs
,	,	PLENARY		
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
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
10:30 AM - 12:00 PM (1 hour & 30 Mins)	and Requirements for	requirements for reclassification; and	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.
	8:30 AM - 9:30 AM (1 hour) 9:30 AM - 10:30 AM (1 hour) 10:30 AM - 12:00 PM (1 hour & 30	8:30 AM – Overview of the Expanded Career Progression Policy 9:30 AM – Overview of the PPST and its Indicators (COI and NCOI) 10:30 AM – 12:00 PM Procedures and Requirements for Reclassificatio	8:30 AM – Overview of the Expanded Career Progression Policy 9:30 AM – Overview of the PPST and its Indicators (COI and NCOI) 10:30 AM – 12:00 PM Requirements for Reclassification (1 hour & 30 Mins) PLENARY Present background and salient points of EO 174 Present background and salient points of PPST At the end of the session, the participants shall have: • explained logically the procedures for reclassification; • identified the different requirements for reclassification; and appreciated the procedures and requirement for reclassification through a reflective journal.	PLENARY 8:30 AM – Overview of the Expanded Career Progression Policy 9:30 AM – Indicators (COI and Its Indicators (COI) and NCOI) Present background and salient points of PPST Present background and salient points of PPST Present background and salient points of PPST At the end of the session, the participants shall have: explained logically the procedures and requirements for reclassification; identified the different requirements for reclassification through a reflective journal. PLENARY Lecture Lecture Sharing experiences Lecture: Sharing experiences Lecture: Oreclassification; of reclassification; identified the different requirements for reclassification through a reflective journal.







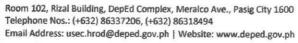
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Session 4 Breakout Session 1 (HRMOs and Sub- Committee on Initial Evaluation)	1:00 PM – 5:00 PM (4 hours)	Initial Evaluation of QS and Performance Requirements	demonstrated how to accomplish Parts I and II of the	4A's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II) Consolidated feedback (questions comments, insights) from participants
Session 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: 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	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 SESSIOI	4-	
Session 1	8:00 PM – 12:00 PM (4 hours)	Assessing Education, Training, and Experience (ETE), and Computing Points for Performance	performance as cruena for reclassification of position; applied the use of the Increments Table and rubric in assessing the ETE	4A's Method: Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions RFTP) (With correct rating for ETE and Performance)
Breakout Session	8:00 PM – 12:00 PM (4 hours)		Process and Requirements; Demonstrate assessment process for NCOL 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		
	1:00 PM – 4:00 PM (3 hours)	Behavioral Events Interview	At the end of the session, the participants shall have: Iearned the concepts, steps, and processes in the conduct of	4A's Method: Activity Analysis Abstraction	Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP











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.	olication	(with rating for Interview) Consolidated feedback (questions, comments, insights) from participants
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Session Materials and References:

Link: https://tinyurl.com/SESSIONGUIDEREFERENCES25

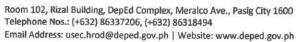




Note: All concerned personnel who are given access are hereby instructed to **DOWNLOAD** all the materials. **EDITING DIRECTLY IN THE FILE IS STRICTLY NOT ALLOWED**







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Partition to BUD AME

BUDGET ALLOCATION

CAR	864,000.00	
Abra	108,000.00	
Apayao	108,000.00	
Baguio City	108,000.00	
Benguet Senguet	108,000.00	
Ifugao	108,000.00	
Kalinga	108,000.00	
Mt. Province	108,000.00	
Tabuk City	108,000.00	

Eligible expenses covered by this fund are the following:

- 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





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