



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 Lauren Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
7. 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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Certificate No. P1P-QMS
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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

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 (HROs 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"> 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 (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"> 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 (HROs 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"> 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 (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)

PLENARY

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"> 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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			<i>the Behavioral Events Interview (BEI);</i> <ul style="list-style-type: none"> • <i>learned the S.T.A.R approach in conducting the BEI; and</i> • <i>learned to craft sample questions to be used during BEI.</i> 	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

CAR	864,000.00
Abra	108,000.00
Apayao	108,000.00
Baguio City	108,000.00
Benguet	108,000.00
Ifugao	108,000.00
Kalinga	108,000.00
Mt. Province	108,000.00
Tabuk City	108,000.00
<p>Eligible expenses covered by this fund are the following:</p> <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*