



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

February 05, 2026

DIVISION MEMORANDUM  
 No. 088, s. 2026

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

To: Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Schools Division of Pampanga remains committed to ensuring merit-based, competency-driven human resource systems in the selection, promotion, and placement of personnel. In line with the provisions of DepEd Order No. 20, s. 2024 titled *Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions* and the guidelines stipulated in DepEd Order No. 24, s. 2025 known as the *Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads in the Department of Education*, there is a strong emphasis on enhancing the capability of the Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-Committees and Assessors in conducting Initial Evaluations and Philippine Professional Standards for Teachers (PPST)-aligned assessments.

2. In view of the foregoing, the Schools Division of Pampanga, through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), in collaboration with the Curriculum Implementation Division (CID) and Office of the Schools Division Superintendent (OSDS) shall conduct a **Development of Resource Package for the Conduct of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-Committees and Assessors' Training: Enhancing Competencies on the Initial Validation and PPST Assessment**. The entire development of the said package will include the following phases:

Activity	Date	Venue
Phase 1: Consultative and Planning Meeting of the Division Core Group/Resource Speakers (DCG/RPs), Program Management Team (PMT), and Division Technical Working Group (DTWG).	February 10, 2026	Greene Manor Condotel, City of San Fernando, Pampanga



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

Phase 2a: Development of Resource Package (Video Material)	February 11-13, 2026	
Phase 2b: Development of Resource Package (Session Guides, Slide Decks, and Training Materials)	February 18-20, 2026	
Phase 3: Validation and Refinement of Developed Resource Package	February 24-25, 2026	
Phase 4: Finalization of the Developed Resource Package	February 26-27, 2026	

3. This activity aims to develop a policy-aligned resource package for the conduct of the HRMPSB Sub-Committees/Assessors' Training, enhance the competencies of HRMPSB Sub-Committees and Assessors in the accurate, consistent, and objective conduct of Initial Evaluation and PPST-aligned assessment, and ensure transparency, consistency, and integrity in merit-based selection and promotion processes across the Schools Division aligned with DepEd Order No. 20, s. 2024 and DepEd Order No. 24, s. 2025.

4. Attached are the List of Participants and Activity Matrix per phase for proper guidance and ready reference.

5. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD, at email address: [jayson.santos001@deped.gov.ph](mailto:jayson.santos001@deped.gov.ph), DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

6. Wide and immediate dissemination of this Memorandum is desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
 Schools Division Superintendent

Encl.: As stated  
 HRDS/02-05-2026





Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
 (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
 COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

**List of Participants**

**Phase 1: Consultative and Planning Meeting of the Division Core Group/Resource Speakers (DCG/RPs), Program Management Team (PMT), and Division Technical Working Group (DTWG).**

Core Team		Field Technical Working Group		Program Management Team	
1	Arceli S. Lopez	1	Chrisler Pineda	1	Arcely D. Roque
2	Celia R. Lacanlale	2	Edison Ocampo	2	TBD
3	Jayson M. Santos	3	Janet Paras		
4	JB B. Manalang	4	Jaimie Serrano		
5	Dexter E. Pangilinan	5	Jizel Duran		
6	Robin D. Perez	6	Cindy Sicat		
7	Kristin Marie U. Santos	7	Carmina Cruz		
8	Garry L. Pangan	8	Imelda Macaraeg		
9	Edna L. Pineda	9	Rodolfo Ordoñes II		
10	Bernabeth B. Manio	10	TBD		
11	Emily R. Maninang				
12	Delapaz R. Waje				
13	Rosaline M. Tuble				
14	Willet G. Perez				
15	Marietta L. Manayag				
16	Ismael M. Nuqui				
17	Lowie D. Lupos				
18	Jerome N. Manansala				
19	Eisel Morinne M. Cuerdo				
20	Eisel Marisse M. Cuerdo				



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

**List of Participants**

<b>Phase 2a: Development of Resource Package (Video Material)</b>					
<b>Core Team</b>		<b>Field Technical Working Group</b>		<b>Program Management Team</b>	
1	Jayson M. Santos	1	Chrisler Pineda	1	Kristin Marie U. Santos
2	Rosaline M. Tuble	2	Edison Ocampo		
3	Willet G. Perez	3	Janet Paras		
4	Jerome N. Manansala	4	Jaimie Serrano		
		5	Jizel Duran		
		6	Cindy Sicat		
		7	Carmina Cruz		
		8	Imelda Macaraeg		
		9	Rodolfo Ordoñes II		
		10	TBD		



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

**List of Participants**

**Phase 2b: Development of Resource Package (Session Guides, Slide Decks, and Training Materials)**

Core Team		Field Technical Working Group	Program Management Team	
1	Arceli S. Lopez	N/A	1	Arcely D. Roque
2	Celia R. Lacanlale		2	TBD
3	Jayson M. Santos			
4	JB B. Manalang			
5	Dexter E. Pangilinan			
6	Robin D. Perez			
7	Kristin Marie U. Santos			
8	Garry L. Pangan			
9	Edna L. Pineda			
10	Bernabeth B. Manio			
11	Emily R. Maninang			
12	Delapaz R. Waje			
13	Rosaline M. Tuble			
14	Willet G. Perez			
15	Marietta L. Manayag			
16	Ismael M. Nuqui			
17	Lowie D. Lupos			
18	Jerome N. Manansala			
19	Eisel Morinne M. Cuerdo			
20	Eisel Marisse M. Cuerdo			



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

**List of Participants**

<b>Phase 3 : Validation and Refinement of Developed Resource Package</b>					
<b>Core Team</b>		<b>Field Technical Working Group</b>		<b>Program Management Team</b>	
1	Arceli S. Lopez		N/A	1	Arcely D. Roque
2	Celia R. Lacanlale			2	TBD
3	Jayson M. Santos				
4	JB B. Manalang				
5	Dexter E. Pangilinan				
6	Robin D. Perez				
7	Kristin Marie U. Santos				
8	Garry L. Pangan				
9	Edna L. Pineda				
10	Bernabeth B. Manio				
11	Emily R. Maninang				
12	Delapaz R. Waje				
13	Rosaline M. Tuble				
14	Willet G. Perez				
15	Marietta L. Manayag				
16	Ismael M. Nuqui				
17	Lowie D. Lupos				
18	Jerome N. Manansala				
19	Eisel Morinne M. Cuerdo				
20	Eisel Marisse M. Cuerdo				



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
 (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
 COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

**List of Participants**

<b>Phase 4 : Finalization of the Developed Resource Package</b>					
<b>Core Team</b>		<b>Field Technical Working Group</b>		<b>Program Management Team</b>	
1	Arceli S. Lopez		N/A	1	Arcely D. Roque
2	Celia R. Lacanlale			2	TBD
3	Jayson M. Santos				
4	JB B. Manalang				
5	Dexter E. Pangilinan				
6	Robin D. Perez				
7	Kristin Marie U. Santos				
8	Garry L. Pangan				
9	Edna L. Pineda				
10	Bernabeth B. Manio				
11	Emily R. Maninang				
12	Delapaz R. Waje				
13	Rosaline M. Table				
14	Willet G. Perez				
15	Marietta L. Manayag				
16	Ismael M. Nuqui				
17	Lowie D. Lupos				
18	Jerome N. Manansala				
19	Eisel Morinne M. Cuerdo				
20	Eisel Marisse M. Cuerdo				



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 10, 2026 | Greene Manor, CSFP

**Activity Matrix**

<b>Phase 1: Consultative and Planning Meeting of the Division Core Group/Resource Speakers (DCG/RPs), Program Management Team (PMT), and Division Technical Working Group (DTWG).</b>	
<b>Time</b>	<b>Activity</b>
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Objective Setting
9:30-10:30	Activity Orientation
10:30-10:45	Health Break
10:45-12:00	Roles, Deliverables, and Timeline Setting
12:00-1:30	Lunch Break
1:30-3:30	Focus Group Discussion per Team
3:30-3:45	Health Break
3:45-4:30	Continuation of FGD
4:30-5:00	Synthesis and Way Forward



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 11-13, 2026 | Greene Manor, CSFP

**Activity Matrix**

<b>Phase 2a: Development of Resource Package (Video Material)</b>	
<b>Time</b>	<b>Activity</b>
<b>DAY 1</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-12:00	Content Outline and Pre-Video Recording Preparations
12:00-1:30	Lunch Break
1:30-4:30	Story Boarding and Visual Planning
4:30-5:00	Synthesis and Day 2 Preparation
<b>DAY 2</b>	
8:00-9:00	Preliminaries
9:00-12:00	Video Recording
12:00-1:30	Lunch Break
1:30-4:30	Video Recording
4:30-5:00	Synthesis and Day 3 Preparation
<b>DAY 3</b>	
8:00-9:00	Preliminaries
9:00-12:00	Video Recording
12:00-1:30	Lunch Break
1:30-4:30	Initial Editing
4:30-5:00	Synthesis and Way Forward



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
 (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
 COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 18-20, 2026 | Greene Manor, CSFP

**Activity Matrix**

<b>Phase 2b: Development of Resource Package (Session Guides, Slide Decks, and Training Materials)</b>	
<b>Time</b>	<b>Activity</b>
<b>Day 1</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Session Guide Development
10:30-10:45	Health Break
10:45-12:00	Continuation of Session Guide Development
12:00-1:30	Lunch Break
1:30-2:00	Progress Checking
2:00-3:00	Continuation of Session Guide Development
3:00-3:15	Health Break
3:15-4:30	Continuation of Session Guide Development
4:30-5:00	Synthesis and Day 2 Preparation
<b>Day 2</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Slide Deck Preparation
10:30-10:45	Health Break
10:45-12:00	Continuation of Slide Deck Preparation
12:00-1:30	Lunch Break
1:30-2:00	Progress Checking
2:00-3:00	Continuation of Slide Deck Preparation
3:00-3:15	Health Break
3:15-4:30	Continuation of Slide Deck Preparation
4:30-5:00	Synthesis and Day 3 Preparation
<b>Day 3</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Development of Session/Activity Materials
10:30-10:45	Health Break
10:45-12:00	Continuation of the Development of Session/Activity Materials
12:00-1:30	Lunch Break
1:30-2:00	Progress Checking
2:00-3:00	Continuation of the Development of Session/Activity Materials
3:00-3:15	Health Break
3:15-4:30	Continuation of the Development of Session/Activity Materials
4:30-5:00	Synthesis and Way Forward



Republic of the Philippines  
Department of Education  
Region III  
SCHOOLS DIVISION OF PAMPANGA

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 24-25, 2026 | Greene Manor, CSFP

**Activity Matrix**

<b>Phase 3 : Validation and Refinement of Developed Resource Package</b>	
<b>Time</b>	<b>Activity</b>
<b>Day 1</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Presentation of Developed Materials
10:30-10:45	Health Break
10:45-12:00	Continuation Presentation of Developed Materials
12:00-1:30	Lunch Break
2:00-3:00	Continuation Presentation of Developed Materials
3:00-3:15	Health Break
3:15-4:30	Content Review and Discussion
4:30-5:00	Synthesis and Day 2 Preparation
<b>Day 2</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Continuation of Content Review and Discussion
10:30-10:45	Health Break
10:45-12:00	Consolidation of Feedbacks
12:00-1:30	Lunch Break
1:30-3:00	Refinement of Materials
3:00-3:15	Health Break
3:15-4:30	Final Validation of Materials
4:30-5:00	Synthesis and Way Forward



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

**DEVELOPMENT OF RESOURCE PACKAGE FOR THE CONDUCT OF THE  
 DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
 (HRMPSB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING  
 COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 26-27, 2026 | Greene Manor, CSFP

**Activity Matrix**

<b>Phase 4 : Finalization of the Developed Resource Package</b>	
<b>Time</b>	<b>Activity</b>
<b>Day 1</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Final Editing of Materials
10:30-10:45	Health Break
10:45-12:00	Continuation Presentation of Final Editing of Materials
12:00-1:30	Lunch Break
2:00-3:00	Continuation Presentation of Final Editing of Materials
3:00-3:15	Health Break
3:15-4:30	Continuation Presentation of Final Editing of Materials
4:30-5:00	Synthesis and Day 2 Preparation
<b>Day 2</b>	
8:00-8:30	Arrival & Registration
8:30-9:00	Preliminaries
9:00-9:30	Activity Orientation
9:30-10:30	Quality Assurance Check
10:30-10:45	Health Break
10:45-12:00	Quality Assurance Check
12:00-1:30	Lunch Break
1:30-3:00	Packaging of Materials
3:00-3:15	Health Break
3:15-4:30	Documentation
4:30-5:00	Synthesis and Way Forward