



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



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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.

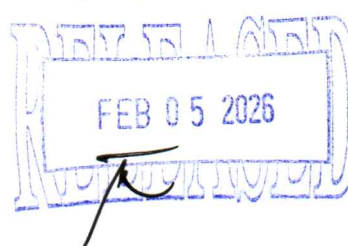
5. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD, at email address: jayson.santos001@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

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

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 (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 Ordoñez 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. Cuervo				
20	Eisel Marisse M. Cuervo				



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List of Participants

Phase 2a: Development of Resource Package (Video Material)					
Core Team		Field Technical Working Group		Program Management Team	
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 Ordoñez II		
		10	TBD		



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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				
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List of Participants

Phase 3 : Validation and Refinement of Developed Resource Package					
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				
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List of Participants

Phase 4 : Finalization of the Developed Resource Package					
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				
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February 10, 2026 | Greene Manor, CSFP

Activity Matrix

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).	
Time	Activity
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



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February 11-13, 2026 | Greene Manor, CSFP

Activity Matrix

Phase 2a: Development of Resource Package (Video Material)	
Time	Activity
DAY 1	
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
DAY 2	
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
DAY 3	
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



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COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**
February 18-20, 2026 | Greene Manor, CSFP

Activity Matrix

Phase 2b: Development of Resource Package (Session Guides, Slide Decks, and Training Materials)	
Time	Activity
Day 1	
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
Day 2	
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
Day 3	
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



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February 24-25, 2026 | Greene Manor, CSFP

Activity Matrix

Phase 3 : Validation and Refinement of Developed Resource Package	
Time	Activity
Day 1	
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
Day 2	
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



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(HRMP SB) SUB-COMMITTEES AND ASSESSORS' TRAINING: ENHANCING
COMPETENCIES ON THE INITIAL VALIDATION AND PPST ASSESSMENT**

February 26-27, 2026 | Greene Manor, CSFP

Activity Matrix

Phase 4 : Finalization of the Developed Resource Package	
Time	Activity
Day 1	
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
Day 2	
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