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

October 07, 2026

DIVISION MEMORANDUM
No. 589, s. 2026

SCHEDULE OF THE 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 PHASES 3 AND 4

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. In view of 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, this Office, 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 the **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 Phases 3 and 4** on the following schedule:

Activity	Date	Venue
Phase 3: Validation and Refinement of Developed Resource Package	October 13-14, 2026	Otel Pampanga, Lazatin Boulevard, City of San Fernando, Pampanga
Phase 4: Finalization of the Developed Resource Package	October 15-16, 2026	

2. 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.

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

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4. 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.

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

LEONARDO C. CANLAS, EdD, CESO VI
Schools Division Superintendent

Encl.: As stated
HRDS/10/07/2026

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RELEASED
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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				
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	Vanessa Clarise M. Garcia				

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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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10	Bernabeth B. Manio				
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14	Willet G. Perez				
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October 13-14, 2026 | Otel Pampanga, 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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October 15-16, 2026 | Otel Pampanga, 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

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