

Republic of the Philippines Department of Education Cordillera Administrative Region DIVISION OF BAGUIO CITY 82 Military Cut-Off, Baguio City

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Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819

DIVISION MEMORANDUM No. 75, s. 2018

Crafting of Internal Policies on Selection, Appointment, Promotion and Designation of School Heads, Teaching, Related Teaching, and Non-Teaching Personnel

To: All Schools Division Office (SDO) Personnel Selection Board (PSB)

- Please be informed that there will be a crafting of internal policies on selection, appointment, promotion and designation of school heads, teaching, related teaching, and non-teaching personnel through lecture and focus group discussion on 27-28 February 2018.
- 2. For program matrix and list of participants, please refer to Enclosure Nos. 1 and 2 of this Memorandum, respectively.
- 3. Immediate and wide dissemination of this Memorandum to all concerned is required.

FEDERICO P. MARTIN, EdD, CESO VI Schools Division Superintendent



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Enclosure No. 1 of Division Memorandum No. 75, s. 2018

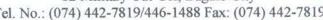
PROGRAM MATRIX

TIME	27 February 2018 DAY 1 (SDO Baguio Conference Small Hall)	28 February 2018 DAY 2 (Outside Baguio, to be announced)	
8:00 - 8:15	Preliminaries	Preliminaries	
Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions			
9:01–10:00		Session 3 : Revisit guidelines on performance and experience; outstanding employee awards' and innovations	
10:01 – 10:30	Health Break	Health Break	
10:31 - 11:00	Session 2: CSC technical assistance on PRIME-HRM	Continuation on outstanding accomplishments: research and development projects; publication and authorship	
11:01-12:00			
12:01 – 1:00	Lunch	Lunch	
1:01 - 2:00		Continuation on outstanding accomplishments: consultant/resource speaker in trainings/seminars	
2:01 – 3:00	Travel time	Session 4: Internal guidelines on education and training	
3:01 – 3:30		Other PSB Matters	
3:30 - 4:00			
4:00 - 5:00			
6:00-7:00	Dinner	HOME SWEET HOME	



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Enclosure No. 2 of Division Memorandum No. _____, s. 2018

OFFICIAL PARTICIPANTS

	NAME	Position/Designation
1	Federico P. Martin, EdD	Schools Division Superintendent Appointing Officer
2	Soraya T. Faculo, PhD	OIC – Assistant Schools Division Superintendent Chair, PSB
3	Arthur Tiongan	Chief Education Supervisor Co-chair, PSB
4	Marilyn S. Api-it	Education Supervisor – Filipino Regular Member, BSB
5	Roberto Gonzales	Administrative Officer V Regular Member, PSB
6	Ma. Louella C. Moncada	Human Resource Management Officer Regular Member, PSB
7	Reynalyn T. Padsoyan	Senior Education Program Specialist Regular Member, PSB
8	Orden V. Cayso	Teacher III President, Baguio City Schools Teachers and Employees Association
9	Marivic M. Gervero	Nurse President, Baguio City Public Schools Non-Teaching Employees Association
10	Brenda M. Cariño	President, NAPPSHI
11	Joseph A. Estigoy	President, PESPA
12	Jacqueline Lampac	Education Supervisor – Science Supervisory Group
13	Alma Gayob	Administrative Aide IV Secretariat, PSB
14	Airah Naron	Administrative Aide VI Secretariat, PSB
15	Francisco Copsiyan	Representative, CID