



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

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



DIVISION OF  
BAGUIO CITY  
3 2 0 2018  
MAY 2018  
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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)**

1. 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
8:16 – 9:00	Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions	Session 3 : Revisit guidelines on performance and experience; outstanding employee awards' and innovations
9:01– 10:00		
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	Travel time	Continuation on outstanding accomplishments: consultant/resource speaker in trainings/seminars
2:01 – 3:00		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

	<b>NAME</b>	<b>Position/Designation</b>
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. Padsuyan	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