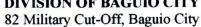
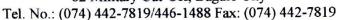


#### Republic of the Philippines Department of Education Cordillera Administrative Region **DIVISION OF BAGUIO CITY**







**DIVISION MEMORANDUM** No. 501, s. 2018

#### CAPABILITY BUILDING FOR SCHOOL LEVEL PERSONNEL SELECTION BOARD (PSB)

**All Public Schools District Supervisors** To: **Education Program Supervisors School Personnel Selection Board Representatives** 

- 1. Department of Education (DepEd) Order No. 66, series 2007 entitled Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; DepEd Order 42, s. 2007 entitled The Revised Guidelines on Selection, Promotion and Designation of School Heads; and other relative Regional and Division issuances have been the legal bases for the existing guidelines on the selection, appointment, promotion and designation of school heads, teaching, teaching related, and non-teaching personnel in the Schools Division of Baguio City.
- 2. Cognizant to these policies, Capability Building for School Level Personnel Selection Board (PSB) will be conducted on 17-18 October 2018 at Hotel Elizabeth, Baguio City.
- 3. For the identified participants, number participants per school, class, and date of training; please refer to Enclosure No. 1 of this Memorandum.
- 4. For the indicative training matrix, please refer to Enclosure No. 2 of this Memorandum.

5. Immediate and wide dissemination of this Memorandum to all concerned is required.

FEDERICO P. MARTIN, EdD, CEdD, CESO V

Schools Division Superintendent

Officer in Charge

Office of the Assistant Schools Division Superintendess





### Enclosure No. 1 to Division Memorandum No. 501, s. 2018

NAME	Position/Designation		
Appointing Officer			
Federico P. Martin, EdD	Schools Division Superintendent		
Division Po	ersonnel Selection Board & Secretariat		
Soraya T. Faculo, PhD	OIC – Assistant Schools Division Superintendent Chair, PSB		
Arthur Tiongan	Chief Education Supervisor Co-chair, PSB		
Marilyn S. Api-it	Education Supervisor – Filipino Regular Member, BSB		
Reynalyn T. Padsoyan	Senior Education Program Specialist Planning and Research		
Roberto Gonzales	Administrative Officer V Regular Member, PSB		
Ma. Louella C. Moncada	Human Resource Management Officer Regular Member, PSB		
Orden V. Cayso	Teacher III President, Baguio City Schools Teachers and Employees Association		
Marivic M. Gervero	Nurse President, Baguio City Public Schools Non-Teaching Employees Association		
Brenda M. Cariño	President, NAPPSHI		
Joseph A. Estigoy	President, PESPA		
Jacqueline Lampac	Education Supervisor – Science Supervisory Group		
Alma Gayob	Administrative Aide IV Secretariat, PSB		
	Technical Support		
Joel Rey Orpilla			
Joseph Oliveros			





PARTICPANTS	NUMBER OF PARTICIPANT	CLASS	DATE
<b>CURRICULUM IMPLEMENTATION DIV</b>	ISION		
JULIET C. SANNAD, EdD			
Chief Education Program Supervisor	1	4	18 October 2018
Curriculum Implementation Division			
<b>Public Schools District Supervisors</b>			
Leticia C Hidalgo	1	4	18 October 2018
Susana C. Aliping	1	4	19 October 2018
Julia L. Ladiong	1	4	20 October 2018
Rufina A. Suanding	1	4	21 October 2018
Santiago Bugtong	1	4	22 October 2018
Simoen Yangyang	1	4	23 October 2018
Lourdes B. Lomas-e	1	5	24 October 2018
Leonard N. Dawaton	1	5	25 October 2018
Jerry Ymson	1	5	26 October 2018
Brenda Lee Awingan	1	5	27 October 2018
Total CID	11		

PARTICPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Adiwang Elementary School	3	1	17 October 2018
Aguinaldo Elementary School	3	1	17 October 2018
Alfonso Tabora Elementary School	3	1	17 October 2018
Apolinario Mabini Elementary School	3	1	17 October 2018
Baguio Central School	3	1	17 October 2018
Baguio Country Club Village Elementary School	3	1	17 October 2018
Bakakeng Elementary School	3	1	17 October 2018
Bonifacio Elementary School	3	1	17 October 2018
Brookspoint Elementary School	3	1	17 October 2018
Camp 7 Elementary School	3	1	17 October 2018
Crystal Cave Elementary School	3	1	17 October 2018
Dominican-Mirador Elementary School	3	1	17 October 2018
Don Mariano Marcos Elementary School	3	1	17 October 2018
Dona Aurora Elementary School	3	1	17 October 2018
Dona Aurora H. Bueno Elementary School	3	1	17 October 2018
CLASS 1 TOTAL	. 45		





PARTICPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Doña Nicasia Puyat Elementary School	3	2	17 October 2018
Dontogan Elementary School	3	2	17 October 2018
Elpidio R. Quirino Elementary School	3	2	17 October 2018
Fairview Elementary School	3	2	17 October 2018
Fort Del Pilar Elementary School	3	2	17 October 2018
Gibraltar Elementary School	3	2	17 October 2018
Happy Hollow Elementary School	3	2	17 October 2018
Holy Ghost Extension Es	3	2	17 October 2018
Irisan Elementary School	3	2	17 October 2018
Jose P. Laurel Elementary School	3	2	17 October 2018
Josefa Cariño Elementary School	3	2	17 October 2018
Kias Elementary School	3	2	17 October 2018
Lindawan Elementary School	3	2	17 October 2018
Loakan Elementary School	3	2	17 October 2018
Lucban Elementary School	3	2	17 October 2018
CLASS 2 TOTAL	45		

PARTICPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Magsaysay Elementary School	3	3	17 October 2018
Manuel A. Roxas Elementary School	3	3	17 October 2018
Manuel L. Quezon Elementary School	3	3	17 October 2018
Pacday Quinio Elementary School	3	3	17 October 2018
Pinget Elementary School	3	3	17 October 2018
Pinsao Elementary School	3	3	17 October 2018
Quezon Hill Elementary School	3	3	17 October 2018
Quirino Hill Elementary School	3	3	17 October 2018
Rizal Elementary School	3	3	17 October 2018
San Carlos Heights Elementary School	3	3	17 October 2018
San Luis Elementary School	3	3	17 October 2018
San Vicente Elementary School	3	3	17 October 2018
Special Education Center	3	3	17 October 2018
Springhills Elementary School	3	3	17 October 2018
Sto. Tomas Elementary School	3	3	17 October 2018
CLASS 3 TOTAL	45		





PARTICPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Baguio City National High School	5	4	18 October 2018
Baguio City National Science High School	3	4	18 October 2018
Bakakeng National High School	3	4	18 October 2018
Dominican-Mirador National High School	3	4	18 October 2018
Dona Aurora National High School	3	4	18 October 2018
Guisad Valley National High School	3	4	18 October 2018
Happy Hollow National High School	3	4	18 October 2018
Irisan National High School	5	4	18 October 2018
Joaquin Smith National High School	3	4	18 October 2018
Lindawan National High School	3	4	18 October 2018
School PSB	34		•
CID	7		
CLASS 5 TOTAL	41		

PARTICPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Magsaysay National High School	4	5	18 October 2018
Mil-An National High School	4	5	18 October 2018
Pines City National High School	5	5	18 October 2018
Pinget National High School	4	5	18 October 2018
Pinsao National High School	4	5	18 October 2018
Quezon Hill National High School	4	5	18 October 2018
Rizal National High School	4	5	18 October 2018
Roxas National High School	4	5	18 October 2018
San Vicente National High School	4	5	18 October 2018
Sto. Tomas National High School	4	5	18 October 2018
School PSB	41		
CID	4		
CLASS 5 TOTAL	45		





Enclosure No. 2 to Division Memorandum No. 50, s. 2018

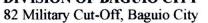
#### INDICATIVE TRAINING MATRIX

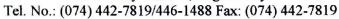
**Date: October 17, 2018** 

TIME	CLASS 1	CLASS 2	CLASS 3		
8:00 – 8:15 (15 minutes)	Preliminaries Pambansang Awit – AVP Dooxology – AVP Opening Remarks and Statement of Purpos  Emcee: Alma Gayob and Christorey Siman	Chief Education Program Supervisor Schools Governance and Operations Division			
8:16 – 9:00 (44 minutes)	Plenary Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA)  Federico P. Martin, EdD, CEdD, CESO V Schools Division Superintendent				
9:01– 9:45 (44 minutes)	Plenary Session 2. The Personnel Selection  Soraya T. Faculo, PhD  OIC — Assistant Schools Division Superintenic Chair, SDO PSB				
9:46 – 10:00 (14 minutes)	Health Break	Health Break	Health Break		
10:01 – 10:45 (44 minutes)	Session 1. Qualification Standards of Teaching, Teaching Related, and Non- Teaching Personnel Positions  Ma. Louella C. Moncada  Human Resource Management Officer Regular Member, SDO PSB	Session 1. Evaluating Non-Teaching Positions (Levels 1 and 2)  Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association	Session 1. Evaluating Teaching (Teachers I – III) and Teaching Related Positions  Arthur Tiongan Chief Education Supervisor Schools Governance and Operations		
			Division  Session 6. Evaluating Non-Teaching Positions (Levels 1 and 2)		
10:46-11:30 (44 minutes)	Session 2. Evaluating Teaching (Teachers I – III) and Teaching Related Positions  Arthur Tiongan Chief Education Supervisor Schools Governance and Operations Division	Session 2. Comparative Assessment Form and Process Flow  Alma Gayob  Administrative Aide IV  Secretariat, SDO PSB	Session 1. Qualification Standards of Teaching, Teaching Related, and Non- Teaching Personnel Positions  Ma. Louella C. Moncada  Human Resource Management Officer Regular Member, SDO PSB		
11:31-12:00 (29 minutes)	Session 3. Evaluating Master Teacher Positions  Brenda M. Cariño Secondary School Principal IV Member, SDO PSB President, NAPPSHI	Session 3. Evaluating Master Teacher Positions  Lilibeth Balutoc Head TEacher – Math Member, School PSB Baguio City National High School	Session 3. Evaluating Master Teacher Positions  Editha Laop Head TEacher – Math Member, School PSB Baguio City National High School		
12:01 – 1:00 59 minutes)	Lunch	Lunch	Lunch		
1:01 – 1:45 (44 minutes)	Session 6. Evaluating Non-Teaching Positions (Levels 1 and 2)  Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association	Session 3. Qualification Standards of Teaching, Teaching Related, and Non- Teaching Personnel Positions  Ma. Louella C. Moncada  Human Resource Management Officer Regular Member, SDO PSB	Session 7. Comparative Assessment Form and Process Flow  Alma Gayob  Administrative Aide IV  Secretariat, SDO PSB		



# Republic of the Philippines Department of Education Cordillera Administrative Region DIVISION OF BAGUIO CITY







1:46 - 2:30	Session 7. Comparative Assessment Form	Session 4. Evaluating Teaching	Session 6. Evaluating Non-Teaching
(44 minutes)	and Process Flow	(Teachers I – III)	Positions
		and Teaching Related Positions	(Levels 1 and 2)
	Alma Gayob		
	Administrative Aide IV		
	Secretariat, SDO PSB	Arthur Tiongan	Marivic M. Gervero, RN
		Chief Education Supervisor	School Nurse
		Schools Governance and Operations	President, Baguio City Public Schools Non-
		Division	Teaching Employees Association
2:31-3:30	Session 8. Workshop proper (Working	Session 8. Workshop proper (Working	Session 8. Workshop proper (Working
(59 minutes)	break)	break)	break)
		Orden V. Cayso	Joseph Estigoy
	Marilyn S. Api-it	Teacher III, Elpidio Quirino ES	School Principal II
	Education Program Supervisor - Filipino	Member, PSB	Lucban Elementary School
	Member, PSB		
3:31 - 4:00	Session 9. Equivalent Record Form (ERF)	Session 9. Equivalent Record Form (ERF)	Session 9. Equivalent Record Form (ERF)
(29 minutes)			
	Roberto R. Gonzales	Nieves D. Ebanio	Christorey Simangan
	Administrative Officer V	Administrative Officer IV	Administrative Aide VI
	PSB Regular Member	Baguio City National High School	Schools Division Office (SDO) Proper
4:01-4:30	Assessment of Learning	Assessment of Learning	Assessment of Learning
(29 minutes)	8		6
,,	Marilyn S. Api-it	Facilitator	Facilitator
	Education Program Supervisor - Filipino		
	Member, PSB		
4:31 - 5:00	Program Evaluation : Class Officer	Program Evaluation : Class Officer	Program Evaluation : Class Officer
(29 minutes)			
Class Officer	Marilyn S. Api-it	Orden V. Cayso	Joseph Estigoy
	Education Program Supervisor - Filipino	Teacher III, Elpidio Quirino ES	School Principal II
	Member, PSB	Member, PSB	Lucban Elementary School





Date: October 18, 2018

TIME	CLASS 4	CLASS 5	
8:00 – 8:15 (15 minutes)	Preliminaries Pambansang Awit – AVP Dooxology – AVP Opening Remarks and Statement of Purpose -ARTHUR TIONGAN Chief Education Program Supervisor Schools Governance and Operations Division Emcee: Alma Gayob and Christorey Simangan		
8:16 - 9:00	Plenary Session 1 : CSC 2017 Omnibus Rules on Appointment	nts and other Human Resource Actions (ORAOHRA)	
(44 minutes)	Federico P. Martin, EdD, CESO V Schools Division Superintendent		
9:01- 9:45 (44 minutes)	Plenary Session 2. The Personnel Selection Board  Soraya T. Faculo, PhD OIC – Assistant Schools Division Superintendent Chair, SDO PSB		
9:46 – 10:00 (14 minutes)	Health Break	Health Break	
10:01 - 10:45	Session 1. Qualification Standards of Teaching, Teaching Related, and Non-Teaching Personnel Positions	Session 1. Evaluating Non-Teaching Positions (Levels 1 and 2)	
(44 minutes)	Ma. Louella C. Moncada Human Resource Management Officer Regular Member, SDO PSB	Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association	
10:46-11:30 (44 minutes)	Session 2. Evaluating Teaching (Teachers I – III) and Teaching Related Positions	Session 2. Comparative Assessment Form and Process Flow	
	Arthur Tiongan Chief Education Supervisor Schools Governance and Operations Division	Alma Gayob Administrative Aide IV Secretariat, SDO PSB	
11:31-12:00 (29 minutes)	Session 3. Evaluating Master Teacher Positions	Session 3. Evaluating Master Teacher Positions	
	Brenda M. Cariño Secondary School Principal IV Member, SDO PSB President, NAPPSHI	Nieves D. Ebanio Administrative Officer IV Baguio City National High School	
12:01 – 1:00 (59 minutes)	Lunch	Lunch	
1:01 – 1:45 (44 minutes)	Session 6. Evaluating Non-Teaching Positions (Levels 1 and 2)	Session 3. Qualification Standards of Teaching, Teaching Related, and Non-Teaching Personnel Positions	
	Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association	Ma. Louella C. Moncada Human Resource Management Officer Regular Member, SDO PSB	
1:46 – 2:30 (44 minutes)	Session 7. Comparative Assessment Form and Process Flow  Alma Gayob  Administrative Aide IV  Secretariat, SDO PSB	Session 4. Evaluating Teaching (Teachers I – III) and Teaching Related Positions Arthur Tiongan Chief Education Supervisor Schools Governance and Operations Division	
2:31-3:30 (59 minutes)	Session 8. Workshop proper (Working break)  Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB	Session 8. Workshop proper (Working break)  Orden V. Cayso Teacher III, Elpidio Quirino ES Member, PSB	
3:31 – 4:00 (29 minutes)	Session 9. Equivalent Record Form (ERF)  Roberto R. Gonzales Administrative Officer V PSB Regular Member	Session 9. Equivalent Record Form (ERF)  Nieves D. Ebanio Administrative Officer IV Baguio City National High School	
4:01-4:30 (29 minutes)	Assessment of Learning  Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB	Assessment of Learning Facilitator	
4:31 – 5:00 (29 minutes)	Program Evaluation : Class Officer	Program Evaluation : Class Officer	
Class Officer	Brenda M. Cariño Secondary School Principal IV Member, SDO PSB President, NAPPSHI	Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association	