



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 MEMORANDUM
No. 501, s. 2018

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

To : **All Public Schools District Supervisors
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, CEEd, CESO V
Schools Division Superintendent


SURAYA T. FACULO, Ph.D.
Officer in Charge

Office of the Assistant Schools Division Superintendent



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



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

NAME	Position/Designation
Appointing Officer	
Federico P. Martin, EdD	Schools Division Superintendent
Division Personnel 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. Padsuyan	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	



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



PARTICIPANTS	NUMBER OF PARTICIPANT	CLASS	DATE
CURRICULUM IMPLEMENTATION DIVISION			
JULIET C. SANNAD, EdD Chief Education Program Supervisor Curriculum Implementation Division	1	4	18 October 2018
Public Schools District Supervisors			
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		

PARTICIPANTS	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		



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



PARTICIPANTS	NUMBER OF PARTICIPANTS	CLASS	DATE
Dofia 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		

PARTICIPANTS	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		



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

PARTICIPANTS	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		

PARTICIPANTS	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		



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



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 Dookology – 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 (44 minutes)	Plenary Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) Federico P. Martin, EdD, CEEd, 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	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
 82 Military Cut-Off, Baguio City

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



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 Tiongán Chief Education Supervisor Schools Governance and Operations Division	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
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	Session 8. Workshop proper (Working break) Joseph Estigoy School Principal II Lucban Elementary School
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	Session 9. Equivalent Record Form (ERF) Christorey Simangan Administrative Aide VI Schools Division Office (SDO) Proper
4:01-4:30 (29 minutes)	Assessment of Learning Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB	Assessment of Learning Facilitator	Assessment of Learning Facilitator
4:31 – 5:00 (29 minutes)	Program Evaluation : Class Officer	Program Evaluation : Class Officer	Program Evaluation : Class Officer
Class Officer	Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB	Orden V. Cayso Teacher III, Elpidio Quirino ES Member, PSB	Joseph Estigoy School Principal II Lucban Elementary School



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

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 (44 minutes)	Plenary Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) Federico P. Martin, EdD, CEEd, 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 (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
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
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 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) 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
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