



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. 504, s. 2018

OCT 16 2018
RELEASED

**Addendum to Division Memorandum No. 501, s. 2018 entitled
Capability Building for School Level Personnel Selection Board (PSB)**

To: **All Public Schools District Supervisors
School Personnel Selection Board Representatives
(School Head and 2 PSB Members)**

1. Relative to Division Memorandum No. 501, s. 2018 entitled *Capability Building for School Level Personnel Selection Board (PSB)* on 17-18 October 2018 at Hotel Elizabeth, Gibraltar, Baguio City, the Office releases the **final Training Matrix and other logistics** for reference by the Program Committee Members, Speakers, and Participants.
2. Expected participants from School Personnel Board (PSB) are as follows: School Head as School PSB Chair and 2 School PSB Members.
3. All Program Committee Members, Speakers, and Participants are advised to bring a copy of the following issuances: **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*; **Ministry of Education (MEC) Order No. 10, s. 1979** entitled *Implementing Rules and Regulations for the System of Career Progress for Public Schools Teachers*; **PSB Resolution No. 002, s. 2018** entitled *Internal Policies on the Distribution of Points on the Assessment of Teaching, Related Teaching, Promotional Staff, Non-teaching Personnel and Other Positions based on Deped Order 66, s. 2017*; and **Division Memo No. 99 S. 2018** entitled *Implementation of the Division Internal Guidelines for Appointment and Promotion in Relation to the Provisions of DO No. 66, s. 2007 & DO No. 42, s. 2007* (<http://depedpines.com/category/personnel-selection-board/>)
4. To facilitate the program evaluation, please access <https://tinyurl.com/psbeval>.
5. For the final training matrix and speakers, please refer to Enclosure No. 1 of this Memorandum.
6. For the final Program Committee Members, please refer to Enclosure No. 1 of this Memorandum.
7. Immediate and wide dissemination of this Memorandum to all concerned is required.


FEDERICO P. MARTIN, EdD, CEAD, CESO V
Schools Division Superintendent

n.olive



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. ____, s. 2018

FINAL TRAINING MATRIX

Date: October 17, 2018

TIME	CLASS 1	CLASS 2	CLASS 3
7:30 – 7:59	Registration and Pre-test		
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: Christorey Simangan		
8:16 – 9:00 (44 minutes)	Plenary Session 1 : Highlights of the 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. Roles and Other Responsibilities of the Personnel Selection Board Soraya T. Faculo, PhD OIC – Assistant Schools Division Superintendent Chair, SDO PSB		
9:46 – 10:00 (14 minutes)	Health Break (After snacks, PROCEED TO IDENTIFIED ROOM)	Health Break (After snacks, PROCEED TO IDENTIFIED ROOM)	Health Break (After snacks, PROCEED TO IDENTIFIED ROOM)
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 and Teaching Related Positions Arthur Tiongan Chief Education Supervisor Schools Governance and Operations Division
10:46-11:30 (44 minutes)	Session 2. Evaluating Teaching 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 Master 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 and Teaching Related Positions Arthur Tiongan 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
2:31-3:00 (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
3:01 – 4:00 (59 minutes)	Plenary 3. Open Forum / Start of Program Evaluation (LINK: https://tinyurl.com/psbeval)		
4:01-4:30 (29 minutes)	Plenary 4. Assessment of Learning Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB		
4:31 – 5:00 (29 minutes)	Plenary 5. Synthesis Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB Program Evaluation Result Orden V. Cayso Teacher III, Elpidio Quirino ES Member, PSB		
Class Officer	Marilyn S. Api-it Education Program Supervisor – Filipino Member, PSB	Orden V. Cayso Teacher III, Elpidio Quirino ES Member, PSB	Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association
Documenter	Harris Sandhu	Jowell Rey Orpilla	



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
7:30 – 7:59	Registration and Pre-test	
8:00 – 8:15 (15 minutes)	Preliminaries Pambansang Awit – AVP Doxology – AVP Opening Remarks and Statement of Purpose -ARTHUR TIONGAN Chief Education Program Supervisor Schools Governance and Operations Division Emcee: Christorey Simangan	
8:16 – 9:00 (44 minutes)	Plenary Session 1 : Highlights of the CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA) Federico P. Martin, EdD, CEaD, CESO V Schools Division Superintendent	
9:01– 9:45 (44 minutes)	Plenary Session 2. Roles and Other Responsibilities of the Personnel Selection Board Soraya T. Faculo, PhD OIC – Assistant Schools Division Superintendent Chair, SDO PSB	
9:46 – 10:00 (14 minutes)	Health Break (After snacks, PROCEED TO IDENTIFIED ROOM)	Health Break (After snacks, PROCEED TO IDENTIFIED ROOM)
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 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 and Teaching Related Positions Arthur Tiongan Chief Education Supervisor Schools Governance and Operations Division
2:31-3:00 (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
3:01 – 4:00 (59 minutes)	Plenary 3. Open Forum / Start of Program Evaluation (LINK: https://tinyurl.com/psbeval)	
4:01-4:30 (29 minutes)	Plenary 4. Assessment of Learning Marilyn S. Api-It Education Program Supervisor – Filipino Member, PSB	
4:31 – 5:00 (29 minutes)	Plenary 5. Synthesis Lilibeth Balutoc Master Teacher – Math Member, School 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



	Program Evaluation Result Editha Laop Head Teacher – Math Member, School PSB Baguio City National High School	
Class Officer	Brenda M. Carifo Secondary School Principal IV Member, SDO PSB President, NAPPSHI	Marivic M. Gervero, RN School Nurse President, Baguio City Public Schools Non-Teaching Employees Association
Documenter	Harris Sandhu	Jowell Rey Orpilla



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. _____, 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
Jacqueline Lampac	Education Supervisor – Science Supervisory Group
Alma Gayob	Administrative Aide IV Secretariat, PSB
Technical Support	
Joel Rey Orpilla	
Harris Sandhu	
Jesse Lance Dawaton	