



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



11 November 2025

DIVISION MEMORANDUM
DM No. 1152, s. 2025

**DIVISION HRMPSB AND SUB-COMMITTEE ASSESSORS TRAINING AND
DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO
ASSESSMENT – BATCH 3**

To: Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Executive Order (EO) No. 174 s. 2022 , titled “*Establishing the Expanded Career Progression System for Public School Teachers*”, and DM-OUHROD-2025-0554 titled “*Program Support Fund Utilization Guidelines for the Conduct of Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment at the Division Level*”, this Office, announces the conduct of the **Division HRMPSB and Sub-committee Assessors Training and Deepening On Classroom Observation and Portfolio Assessment – Batch 3** on **November 25-27, 2025** at MI Sevilla Resort, Lucena City.
2. This activity aims to:
 - Increase the number of **competent, credible, and objective** assessors of teacher competencies
 - Ensure that members of the HRMPSB and Sub-committees have sufficient skills necessary for conducting thorough and fair evaluation and assessment.
 - Establish consistent and standard evaluation and assessment processes across the division compliant to current existing guidelines
3. Participants to this training include Division HR personnel and HRMPSB District Sub-committee members composed of School Heads, Master Teachers and Administrative Officers. Please see attached number of participants per district.
4. Master teachers attending the training shall ensure necessary adjustment for affected classes pursuant to DO 9 s. 2025 Instituting Measures to Increase Engaged Time-On-Task Policy.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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5. Identified participants based on the number allocated per district must register through this google form <https://tinyurl.com/Batch3-HRMPSB> on or before **November 19, 2025**.
6. First meal to be served is breakfast for Day 1 as the participants are expected to be at the training venue before 7:30 AM for the Opening Program. The training does not cover Day 0 accommodation of the participants.
7. Foods and accommodation expenses during the training shall be charged to the PSF and HRTD Fund while travel and incidental expenses of the participants shall be charge to Division/School MOOE subject to usual auditing and accounting rules and regulations.
8. Fur further information please contact Mr. Jaime F. Zara Jr., Education Program Supervisor at 09765522193.
9. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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Enclosure 1 to the DM No. 1152, s. 2025

LIST OF PARTICIPANTS

DIVISION HRMPSB AND SUB-COMMITTEE ASSESSORS TRAINING AND
 DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO
 ASSESSMENT

Batch 3 – November 25-27, 2025

Venue: MI Sevilla Resort, Domoit, Lucena City

District	Number of Participants	District	Number of Participants
Burdeos	6	Candelaria East	6
Gen. Nakar 1	6	Candelaria West	6
Gen. Nakar 2	6	Dolores	5
Infanta	6	San Antonio	6
Lucban	6	Sariaya East	6
Mauban North	6	Sariaya West	6
Mauban South	6	Tiaong 1	6
Pagbilao 1	6	Tiaong 2	6
Pagbilao 2	5	Alabat	5
Panukulan	6	Atimonan 1	6
Patnanungan	6	Atimonan 2	6
Jomalig	5	Calauag East	6
Polillo	6	Calauag West	6
Real	6	Guinyangan North	6
Sampaloc	6	Guinyangan South	6
Agdangan	5	Gumaca East	6
Buenavista 1	5	Gumaca West	6
Buenavista 2	5	Lopez East	6
Catanauan 1	6	Lopez West	6
Catanauan 2	6	Perez	5
General Luna	6	Plaridel	5
Macalelon	6	Quezon	5
Mulanay 1	6	Tagkawayan 1	6
Mulanay 2	6	Tagkawayan 1	6
Padre Burgos	6	San Francisco 2	6
Pitogo	6	San Narciso 1	5
San Andres	6	San Narciso 2	5
San Francisco 1	6	Unisan	6
HRM Office	8		

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PROGRAM MANAGEMENT TEAM
Batch 3 – November 25-27, 2025

- | | |
|--------------------------|---|
| 1. Roselyn Q. Golfo, PhD | Assistant Schools Division Superintendent
HRMPSB Chairperson |
| 2. Regina V. Marino | HRTD SEPS |
| 3. Jaime F. Zara Jr . | EPS / Lead-Facilitator |
| 4. Grace U. Salvatus | Principal II - Facilitator |
| 5. Cynthia M. Tadong | Head Teacher V - Facilitator |
| 6. Ariel C. Del Mundo | Principal II - Facilitator |
| 7. Margarita A. Rodrigo | Principal IV - Facilitator |
| 8. Guada C. De Jesus | Principal I - Facilitator |
| 9. Belmar Perilla | AO II - TWG Member |
| 10. Rhealou B. Adriano | HT-III - TWG Member |
| 11. Ginalyn G. Esguerra | Principal II - TWG Member |
| 12. Shiela M. Reyes | Principal I - TWG Member |
| 13. Windell R. Nañagas | Principal I - TWG Member |
| 14. Reival B. Valiente | AO IV – TWG Member |
| 15. | Nurse II |

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