



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

08 MAY 2023

DIVISION MEMORANDUM
No. 220 s. 2023

**ORIENTATION OF DIVISION HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) MEMBERS, SECRETARIAT AND TECHNICAL
WORKING GROUP (TWG) FOR HIRING OF TEACHER I
FOR SCHOOL YEAR 2023-2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the issued **Division Memorandum 205 series of 2023** dated May 2, 2023, this office announces the conduct of Orientation of Division HRMPSB members, secretariat and TWG for Hiring of Teacher I for School Year 2023 – 2024 on **May 11, 2023, 1:00 PM to 5:00 PM at the 4th Floor of SDO Building.**
2. The objectives of the said activity are:
 - a. To deepen understanding on the new guidelines, procedures and criteria for hiring of Teacher I applicants (Kindergarten to Grade 12)
 - b. Determine their role on the conduct of assessment for Demonstration Teaching and Teacher Reflection of applicants
 - c. Appreciate the importance of Classroom Observation Tool for Recruitment, Selection, and Placement (COT-RSP) Rubric and the forms to be accomplished in the process of observation
3. Attached are the Program Matrix (*Enclosure I*), List of Participants (*Enclosure II*) and Technical Working Committee with Terms of Reference (*Enclosure III*).
4. For information and guidance of all concerned.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As Stated
Reference: Division Memorandum 205 s. 2023



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Enclosure I

PROGRAM MATRIX

TIME	ACTIVITIES
1:00 PM - 1:15 PM	REGISTRATION
1:15 PM - 1:30 PM	OPENING PROGRAM PRAYER - <i>Earl Bryan Sabio</i> CHECKING OF ATTENDANCE - <i>Josefina R. Oabel</i> INSPIRATIONAL MESSAGE - <i>Celedonio B. Balderas Jr.</i> <i>Schools Division Supt.</i>
1:30 PM - 2:30 PM	Topic I: Introduction to DO 007 s. 2023, Procedures and Timeline of Activities for Hiring of Teacher I By: ANTONIO P. FAUSTINO JR. OIC – Asst. Schools Division Superintendent <i>HRMPSB Chairperson</i>
2:30 PM - 3:00 PM	Topic II: Criteria and Point System for Hiring of Teacher I & Rubrics Computation of Point per Criterion By: CONRADO C. GABARDA Administrative Officer V <i>HRMPSB Member</i>
3:00 PM - 3:30 PM	Topic III: PPST Classroom Observable Indicators (PPST – COIs) – Classroom Observation / Demonstration Teaching By: DR. EDWIN R. RODRIGUEZ CES – Curriculum and Implementation Division <i>HRMPSB Member</i>
3:30 PM - 4:30 PM	Topic IV: PPST Non-Classroom Observable Indicators (PPST – NCOIs) - Teacher Reflection By: IMELDA C. RAYMUNDO CES – School Governance and Operations Division <i>HRMPSB Member</i>
4:30 PM – 5:00 PM	CLOSING PROGRAM Q & A sessions Closing Remarks - <i>Antonio P. Faustino Jr.</i> <i>OIC – ASDS</i>
Master of Ceremony: JEAN ROSE B. RABANO	



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Enclosure II

LIST OF PARTICIPANTS
May 11, 2023

No.	Name	Position
1	Celedonio B. Balderas Jr.	Schools Division Superintendent
2	Antonio P. Faustino Jr.	OIC - Asst. Schools Division Supt.
3	Dr. Edwin R. Rodriguez	CES - CID
4	Imelda C. Raymundo	CES - SGOD
5	Conrado C. Gabarda	Administrative Officer V
6	Josefina R. Oabel	HRMO II
7	Mildred Z. Galleno	Education Program Supervisor
8	Generosa F. Zubieta	Education Program Supervisor
9	Joseph Jay U. Aureada	Education Program Supervisor
10	Christian J. Bables	Education Program Supervisor
11	Michael Leonard Lubiano	Education Program Supervisor
12	Sherwin C. Quesea	Education Program Supervisor
13	Louie L. Fulleo	Education Program Supervisor
14	Dr. Jerome A. Chavez	Education Program Supervisor
15	Richelle F. Quintero	Education Program Supervisor
16	Sancho C. Calatrava	Education Program Supervisor
17	Jerome A. Chavez	Education Program Supervisor
18	Maria Corazon A. Borbon	Education Program Supervisor
19	Natalia A. Andaya	Principal I
20	Dr. Joy B. Go	Principal III
21	Honesto Caagbay	Principal I
22	Roderick Hugo	Principal II
23	Ronan R. Ranillo	Principal II
24	Elpidia Palayan	Principal II
25	Dr. Gener Delos Reyes	Principal IV
26	Ingrid Palad	Principal I
27	Teresa Andaya	Principal I
28	Cherry G. Hugo	Principal II
29	Waldymar Pasacsac	Principal II
30	Democrito Cabile	Head Teacher III
31	Michael Safred	Assistant Principal II
32	Aldwin V. Capistrano	Head Teacher III
33	Mary Grace Cabili	Principal II
34	Evelyn Palambiano	Principal I
35	Emilia Eclarin	Assistant Principal II
36	Maricel Abella	Master Teacher II
37	Geraldine Constantino	Master Teacher II
38	Maria Paz Jamilano	Master Teacher II
39	Marian Flores	Master Teacher II
40	Aillen Averilla	Master Teacher II
41	Elizabeth Aquino	Master Teacher II



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43	Joel Dela Cruz	Master Teacher I
44	Annadel Gob	Master Teacher I
45	Marielle Cesario	Master Teacher I
46	Marilou Razalan	Master Teacher I
47	Marissa Capistrano	Master Teacher I
48	Jasmin Flores	Master Teacher I
49	Maria Luisa F. Holanda	Master Teacher I
50	Rempson Sumilang	Master Teacher I
51	Josephine Ramos	Master Teacher I
52	Ronelda Empano	Master Teacher I
53	Susan Abuel	Master Teacher I
54	Regicelle Cabaysa	Master Teacher I
55	Nezsi Garcia	Master Teacher I
56	Josephine De Castro	Master Teacher I
57	Myra Flores	Master Teacher I
58	Cynthia Zorilla	Head Teacher III
59	Maria Madel Rubia	Head Teacher III
60	Raymund Hugo	Head Teacher III
61	Erico Ybardolaza	Head Teacher III
62	Marvin Rosales	Head Teacher III
63	Wilma Zaide	Head Teacher III
64	Grasiela L. Hernandez	Administrative Officer II
65	Jennelyn Mirandilla	Administrative Officer II
66	Kathleen Dazo	Administrative Assistant III
67	Laura Vida Gob	Administrative Assistant III
68	Jobelle L. Maningas	Administrative Assistant III
69	Earl Bryan P. Sabio	Administrative Aide VI
70	Leslie Valdeavilla	Administrative Aide II

Enclosure III

Technical Working Committee (TWC)

Over all Chairperson: CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR.

OIC - Assistant Schools Division Superintendent

CONRADO C. GABARDA

Administrative Officer V

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Jobelle L. Maningas Administrative Assistant III	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares SEPS HRTD	<ul style="list-style-type: none"> • Manages the conduct of the activity • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	Joan Kathleen Talabong EPS II M & E	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Alelie Padillo	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of Triage. • Administers first aid and health services during the event.

		<ul style="list-style-type: none"> • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Antonio P. Faustino Jr. Conrado C. Gabarda Dr. Edwin R. Rodriguez Imelda C. Raymundo	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	Leslie Valdeavilla	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Jerome Javin	Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Jean Rose B. Rabano	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference