



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 October 2026

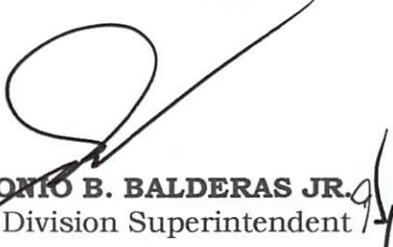
DIVISION MEMORANDUM

No. 668 s. 2026

DISSEMINATION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) RESOLUTION NO. 01, S. 2026 AND RESOLUTION NO. 02, S. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 03, s. 2012, otherwise known as the "*Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)*," and DepEd Order No. 019, s. 2025, otherwise known as the "*Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions*," this Office disseminates the attached copies of the **Human Resource Merit Promotion and Selection Board (HRMPSB) Resolution No. 01, s. 2026** and **Resolution No. 02, s. 2026** for the information and guidance of all concerned.
2. The said HRMPSB Resolutions are issued to **ensure the consistent and uniform implementation of recruitment, selection, and appointment processes**, in accordance with applicable Civil Service Commission and Department of Education policies, guidelines, and qualification standards.
3. All concerned personnel of this Division are advised to take note of the provisions of the attached resolutions and ensure appropriate compliance in the implementation of the applicable **recruitment, selection, and appointment processes**.
4. Attached herewith are copies of **HRMPSB Resolution No. 01, s. 2026** and **Resolution No. 02, s. 2026** for reference and guidance.
5. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: CSC Memorandum Circular No. 03, s. 2012
DepEd Order No. 019, s. 2025

To be indicated in the Perpetual Index
under the following subjects:

HRMPSB
RESOLUTION

OSDS Personnel Unit – dissemination of human resource merit promotion and selection board (hrmpsbs)
resolution no. 01, s. 2026 and resolution no. 02, s. 2026
PERG33R2-003100/October 12, 2026



Republic of the Philippines
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CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Human Resource Merit Promotion and Selection Board (HRMPSB)
RESOLUTION

No. 01, s. 2026

Promulgated: 30 July 2026

WHEREAS, DepEd Order No. 007, s. 2023 (Guidelines on Recruitment, Selection, and Appointment in the Department of Education) prescribes the submission of training certificates as part of the documentary requirements in the Recruitment, Selection, and Appointment (RSA) process;

WHEREAS, the authenticity of training certificates submitted by applicants must be verified to uphold the integrity, fairness, and credibility of the deliberation and selection process;

WHEREFORE, the Human Resource Merit Promotion and Selection Board (HRMPSB) **RESOLVES** to:

1. **Require the submission of the original printed copy of the training certificate** during deliberations for all trainings where the training provider issued a hard copy certificate;
2. **Accept non-original or photocopied training certificates** only when they contain a verifiable QR code, unique verification link, or other official authentication mechanism that allows validation of the certificate's authenticity;
3. **For trainings where the provider issues electronic certificates only, accept only certificates that are:**
 - a. transmitted through the **official email account** of the issuing institution or agency; or
 - b. **generated, downloaded, or verified through the official portal or Learning Management System (LMS) of the training provider**, where the authenticity of the certificate can be validated.



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4. **Require applicants submitting digitally signed certificates without a QR code or other online verification feature** to present supporting documents, such as a training matrix, certificate of appearance, attendance record, or any other official proof of participation, to establish the authenticity of the training certificate.

RESOLVED FURTHER, that this Resolution shall take effect immediately upon its promulgation and shall remain in force and effect unless modified, amended, or repealed by subsequent issuances consistent with Civil Service Commission and Department of Education policies.

HRMPSPB Chairperson and Members:

HERBERT D. PEREZ

Assistant Schools Division Superintendent
Chairperson

IMELDA C. RAYMUNDO

Chief of the School Governance and
Operations Division (SGOD)
Member

EDWIN R. RODRIGUEZ

Chief of the Curriculum Implementation
Division (CID)
Member

MARIA CORAZON A. BORBON

Education Program Supervisor, SGOD
Alternate

MICHAEL LEONARD D. LUBIANO

Education Program Supervisor, CID
Alternate

CONRADO C. GABARDA

Administrative Officer V
Member

GRASIELA L. HERNANDEZ

Administrative Officer IV/ HRMO II
Member

JEANETTE M. BUERA

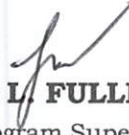
Administrative Officer IV/ Records Officer II
Alternate

KATHLEEN J. DAZO

Administrative Officer II
Alternate



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LOUIE I. FULLEDO

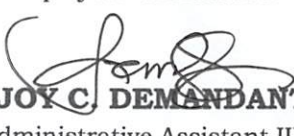
Education Program Supervisor, CID
2nd level Representative of accredited employees' association


JUANITO D. DOMIREZ

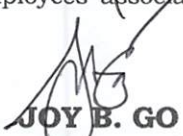
Administrative Officer II
1st level Representative of accredited employees' association


NATHANIEL G. BALBAROSA

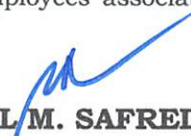
Administrative Officer II
Alternate - 2nd level Representative of accredited employees' association


ARJOY C. DEMANDANTE

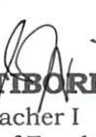
Administrative Assistant III
Alternate - 1st level Representative of accredited employees' association


JOY B. GO

School Principal IV
President - Representative of School Heads' Association


MICHAEL M. SAFRED

School Principal I
Alternate - Representative of School Heads' Association


SIGRID F. TIBORDO

Master Teacher I
President - Representative of Teachers' Association


WAREEN L. CABLAIDA

Teacher II
Alternate - Representative of Teachers' Association

Attested by:


LESLIE T. VALDEAVILLA

Administrative Assistant III
Secretariat, Teacher I, Non-Teaching, Related-Teaching and School Administration Positions

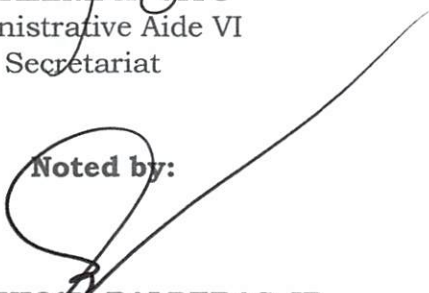

JERAIZY WEE Z. JASTIVA

Administrative Assistant III
Secretariat, Higher Teaching Positions


CHARLENE A. VITO

Administrative Aide VI
Secretariat

Noted by:


CELEDONIO B. BALDERAS JR.

Schools Division Superintendent
Head of Agency



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Human Resource Merit Promotion and Selection Board (HRMPSB)

RESOLUTION

No. 02, s. 2026

Promulgated: 30 July 2026

WHEREAS, the Civil Service Commission (CSC) requires that appointments and promotions in the government service strictly conform to the approved Qualification Standards (QS) for the position to ensure merit, fitness, fairness, and equal opportunity in public service;

WHEREAS, DepEd Order No. 019, s. 2025, titled "Amended Qualification Standards for Teacher I-III, Master Teacher I-IV, and School Principal I-IV Positions, and the Qualification Standards for Newly Created Teacher IV-VII and Master Teacher V Positions," prescribes the minimum qualification standards for Master Teacher positions, including the required training consisting of twenty-four (24) hours of training in any or a cumulative of Curriculum, Pedagogy, Subject Specialization, and eight (8) hours of training in Instructional Supervision acquired within the last five (5) years, or the completion of the corresponding NEAP-requisite professional development program for Career Stage III (Highly Proficient Teacher);

WHEREAS, the Human Resource Merit Promotion and Selection Board (HRMPSB) is mandated to ensure that only applicants who fully satisfy the approved Qualification Standards are considered qualified for appointment or promotion;

WHEREAS, the Board recognizes that the requirement for Instructional Supervision Training is a mandatory component of the prescribed Qualification Standards and is not merely an equivalent or optional training unless expressly provided under the Qualification Standards;

WHEREAS, the Board recognizes that the required **eight (8) hours of training in Instructional Supervision** is a separate and distinct qualification requirement under DepEd Order No. 019, s. 2025, and therefore shall not be substituted by trainings in curriculum, pedagogy, subject specialization, coaching, mentoring, learning action cells, classroom observation, leadership, school management, or other related professional development activities that are not specifically and principally conducted as **Instructional Supervision Training**, unless expressly recognized by the Department of Education as an equivalent qualification;

WHEREFORE, the **Human Resource Merit Promotion and Selection Board (HRMPSB)** hereby **RESOLVES**, as it is hereby **RESOLVED**, to:

1. Strictly comply with the Qualification Standards prescribed under DepEd Order No. 019, s. 2025 in the evaluation of applicants for Master Teacher I to Master Teacher V positions.



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2. Require that all applicants for Master Teacher positions submit documentary evidence demonstrating compliance with the prescribed training requirement, specifically:
- Twenty-four (24) hours of training in any or a cumulative of Curriculum, Pedagogy, and/or Subject Specialization; and
 - Eight (8) hours of training in **Instructional Supervision** acquired within the last five (5) years;
 - or
 - Completion of the applicable NEAP-requisite Professional Development Program for Career Stage III (Highly Proficient Teacher), as provided under DepEd Order No. 019, s. 2025.

For purposes of evaluating compliance with the Qualification Standards, the Human Resource Merit Promotion and Selection Board (HRMPSB) shall recognize only trainings that are clearly and principally identified as Instructional Supervision Training. Trainings that merely contain, integrate, or incidentally discuss instructional supervision, or other related competencies, shall not be credited as compliance with the mandatory eight (8)-hour Instructional Supervision Training requirement unless expressly recognized by the Department of Education as an equivalent qualification.

3. The applicants who fail to satisfy the mandatory **eight (8)-hour Instructional Supervision Training** requirement under DepEd Order No. 019, s. 2025, **shall not proceed to the further stages of evaluation for appointment or promotion.**

RESOLVED FURTHER, that this Resolution shall take effect immediately upon its promulgation and shall remain in force and effect unless modified, amended, or repealed by subsequent issuances consistent with Civil Service Commission and Department of Education policies.

HRMPSB Chairperson and Members:

HERBERT D. PEREZ

Assistant Schools Division Superintendent
Chairperson

EDWIN R. RODRIGUEZ

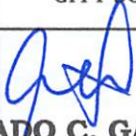
Chief of the Curriculum Implementation Division
(CID)
Member

MICHAEL LEONARD D. LUBIANO

Education Program Supervisor, CID
Alternate



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CONRADO C. GABARDA

Administrative Officer V
Member


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Administrative Officer IV/ Records Officer II
Alternate


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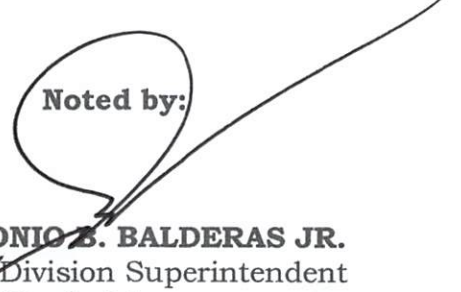

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Administrative Assistant III
Secretariat, Higher Teaching Positions


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CELEDONIO B. BALDERAS JR.

Schools Division Superintendent
Head of Agency