



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

13 OCT 2025

DIVISION MEMORANDUM

No. 632, s. 2025

**CORRIGENDUM AND ADDENDUM TO DM. 625 s. 2025 AND
605, s. 2025 RE.: HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING:
DEEPENING ON INITIAL EVALUATION AND PPST
ASSESSMENT**

To: OIC – Office of the Assistant Schools Division Superintendent
OIC – Curriculum Implementation Division
OIC – School Governance and Operations Division
Education Program Supervisors
School Heads (All Public Schools)
All Others Concerned

1. This Corrigendum and Addendum is hereby issued to provide corrections and additional details relative to the conduct of the Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment scheduled on October 14–16, 2025.
2. As a Corrigendum, this memorandum revises the composition of the Program Management Team (PMT) and the Program Matrix previously indicated in Division Memorandum No. 605, s. 2025 and Addendum No. 625, s. 2025. The updated PMT composition and revised program matrix are enclosed and shall serve as the official reference for the conduct of the training.
3. As an Addendum, the venue of the training shall now include the Imus Pilot Elementary School Office Conference Room, in addition to the New Conference Hall and the Imus Youth Center. Participants will be divided into these three (3) breakout halls/rooms, where all training activities shall be conducted simultaneously.
4. Each breakout hall will accommodate designated participants according to their assigned cluster grouping. Participants are expected to remain in their assigned breakout rooms and be seated according to their designated groups to ensure smooth facilitation of activities. The Breakout Hall/Room Assignment and Grouping is provided in the enclosure for guidance and reference.
5. This memorandum also includes additional participants to the official list of registrants. School heads concerned are requested to issue individual school memoranda authorizing the attendance of their respective participants.



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



6. The Program Management Team [including the Resource Persons, Class Managers, and Technical Support] is hereby directed to attend a coordination meeting on Monday, October 13, 2025, from 3:00 p.m. to 5:00 p.m. at the Bulwagang Imusenyo, SDO Imus City. The meeting aims to finalize preparations, ensure alignment of facilitation strategies across breakout halls, and secure all logistical and administrative requirements prior to the training proper.

7. All non-teaching personnel listed in Breakout Room 3 (see enclosure) shall report to the Division Office at 1:00 p.m., October 13, 2025, for a coordination meeting on the reclassification processes related to the training.

8. All Master Teacher and Head Teacher participants shall prepare a personal mock-up folder for reclassification to their desired position, which will be used as a sample during the training workshops.

9. For questions and clarification, kindly contact Darlferhen M. Dancel, SEPS HRD Section through telephone number (046) 4198450 to 53 local 227.

10. Immediate and wide dissemination of this Corrigendum and Addendum is desired.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subject:
ASSESSMENT
EMPLOYMENT

sgod/dmd/101325

Enclosure No. 01 to Division Memorandum No. 632 s. 2025**REVISED PROGRAM MATRIX**

DATE	VENUE/ TIME	BREAKOUT HALL 1 (East, JHS, SHS, Supervisors) Imus Pilot Elementary School New Conference Hall	BREAKOUT HALL 2 (North, South, and West Clusters) Imus Pilot Elementary School Imus Youth Center	BREAKOUT ROOM 3 (Non-Teaching Personnel) Imus Pilot Elementary School Office Conference Room
Day 1 Oct 14 Mon	8:00 am - 09:00 am	Opening Program and Preliminaries (Breakout)		
	9:00 am - 10:00 am	Session 1: Overview of the Expanded Career Progression Policy (EO 174) Resource Person: Dariferhen M. Dancel	Session 1: Overview of the Expanded Career Progression Policy (EO 174) Resource Person: Angelo A. Unay	Session 1: Overview of the Expanded Career Progression Policy (EO 174) Resource Person: Marilyn O. Anglo
	10:00 am - 11:00 am	Session 2: Overview of the PPST and its Indicators (COI and NCOI) Resource Person: Angelo A. Unay	Session 2: Overview of the PPST and its Indicators (COI and NCOI) Resource Person: Marilyn C. Alegro	Session 3: Procedures and Requirements for Reclassification Resource Person: Gina U. Reyes
	11:00 am - 12:00 pm	Session 3: Procedures and Requirements for Reclassification Resource Person: Gina U. Reyes	Session 3: Procedures and Requirements for Reclassification Resource Person: Jee Ann P. Rafael	Session 2: Overview of the PPST and its Indicators (COI and NCOI) Resource Person: Marilyn C. Alegro
	12:00 pm - 01:00 pm	LUNCH		
	01:00 pm - 04:45 pm	Session 6: Assessing Education, Training, and Experience (ETE), and Computing Points for Performance Resource Person: Jee Ann P. Rafael	Session 5: Assessing the Demonstration of Classroom Observable Indicators (COIs) Resource Person: Angelo A. Unay	Session 4: Initial Evaluation of Qualification Standards (QS) and Performance Requirements Resource Person: Marilyn O. Anglo
Day 2 Oct 15 Tue	08:00 am - 08:15 am	MOL		
	08:15 am - 12:00 pm	Session 5: Assessing the Demonstration of Classroom Observable Indicators (COIs) Resource Person: Angelo A. Unay	Session 4: Initial Evaluation of Qualification Standards (QS) and Performance Requirements Resource Person: Marilyn O. Anglo	Session 6: Assessing Education, Training, and Experience (ETE), and Computing Points for Performance Resource Person: Jee Ann P. Rafael
	12:00 pm - 01:00 pm	LUNCH		
	01:00 pm - 04:45 pm	Session 4: Initial Evaluation of Qualification Standards (QS) and Performance Requirements Resource Person: Marilyn O. Anglo	Session 7: Assessing the Demonstration of the Non- Classroom Observable Indicators (NCOIs) Resource Person: Marilyn C. Alegro	EVALUATION OF SUBMITTED DOCUMENTS FOR RECLASSIFICATION In-Charge: Ronnie B. Yohan
Day 3 Oct 16 Wed	08:00 am - 08:15 am	MOL		
	08:15 am - 12:00 pm	Session 7: Assessing the Demonstration of the Non- Classroom Observable Indicators (NCOIs) Resource Person: Marilyn C. Alegro	Session 8: Behavioral Events Interview (BEI) 8:15 am - 11:15 pm Resource Person: Gina U. Reyes	EVALUATION OF SUBMITTED DOCUMENTS FOR RECLASSIFICATION In-Charge: Ronnie B. Yohan
	12:00 pm - 01:00 pm	LUNCH	LUNCH 11:15 am - 12:15 pm	LUNCH

	01:00 pm - 04:00 pm	Session 8: Behavioral Events Interview (BEI) Resource Person: Gina U. Reyes	Session 6: Assessing Education, Training, and Experience (ETE), and Computing Points for Performance 12:15 pm - 04:00 pm Resource Person: Jee Ann P. Rafael	EVALUATION OF SUBMITTED DOCUMENTS FOR RECLASSIFICATION In-Charge: Ronnie B. Yohan
	04:00 pm - 05:00 pm	Closing Program and Ways Forward		

OPENING PROGRAM	ACTIVITY	BREAKOUT HALL 1	BREAKOUT HALL 2	BREAKOUT ROOM 3
8:00 AM - 9:00 AM	Registration	TWG	TWG	TWG
	National Anthem	AVP	AVP	AVP
	Prayer	AVP	AVP	AVP
	DepEd Quality Policy Statement	AVP	AVP	AVP
	Imus Hymn	AVP	AVP	AVP
	Dangal ng Imus Song	AVP	AVP	AVP
	Division Mantra	AVP	AVP	AVP
	Welcome Remarks	DIVINA A. NARVAEZ (FOR GLENDA DS. CATADMAN)	JUNE BENICE L. ADELAN (FOR GLENDA DS. CATADMAN)	JONA B. RAMOS (FOR GLENDA DS. CATADMAN)
	Inspirational Message	IVAN HONORPETTE A. MIJARES (FOR HOMER N. MENDOZA)	MARCIANO V. VALLES (FOR HOMER N. MENDOZA)	RONNIE B. YOHAN (FOR HOMER N. MENDOZA)
	Purpose	DARLFERHEN M. DANCEL	MARLYN C. ALEGRO	MARILYN O. ANGLO
	Introduction to Speakers	CYNTHIA T. ABELEDO	MA NITA P. MENDOZA	REDEEN M. CRUZADO
	House Rules	CYNTHIA T. ABELEDO	MA NITA P. MENDOZA	REDEEN M. CRUZADO

CLOSING PROGRAM	ACTIVITY	BREAKOUT HALL 1	BREAKOUT HALL 2	BREAKOUT ROOM 3
4:00 PM - 5:00 PM	Nationalistic Song	AVP	AVP	AVP
	Prayer	AVP	AVP	AVP
	M&E Results	MEDEL CARLOS C. ZARSUELO	JENIELYN A. SADANG	MELISSA P. AQUINO
	Impression (Male)	TBD	TBD	TBD
	Impression (Female)	TBD	TBD	TBD
	Challenge	IVAN HONORPETTE A. MIJARES (FOR HOMER N. MENDOZA)	MARCIANO V. VALLES (FOR HOMER N. MENDOZA)	RONNIE B. YOHAN (FOR HOMER N. MENDOZA)
	Acceptance of Challenge	TBD	TBD	TBD
	Awarding of Certificates	TWG	TWG	TWG
	Closing Remarks	DARLFERHEN M. DANCEL (FOR GLENDA DS. CATADMAN)	JUNE BENICE L. ADELAN (FOR GLENDA DS. CATADMAN)	MARILYN O. ANGLO (FOR GLENDA DS. CATADMAN)

Enclosure No. 02 to Division Memorandum No. 632 s. 2025

**FINAL LIST OF PARTICIPANTS
BREAKOUT HALL/ROOM ASSIGNMENT
GROUP ASSIGNMENT
PMT ASSIGNMENT**

OVERALL PROGRAM MANAGEMENT TEAM

SDS	HOMER N. MENDOZA
ASDS	GLENDA DS. CATADMAN
SGOD CHIEF	IVAN HONORPETTE A. MIJARES

1	PROGRAM MANAGERS	JUNE BENICE L. ADELAN	Education Program Supervisor
2		DARLFERHEN M. DANCEL	Senior Education Program Specialist
3	M&E COORDINATOR	MEDEL CARLOS C. ZARSUELO, JR	Education Program Specialist II
4	LOGISTICS SUPPORT	JAYNER S. OBIAS	Clerk
5	MEDICAL	WINCHELL DE VERA	Nurse II
6	FINANCE	PRECILA E. CUSTODIO	Accountant III
7	SUPPLY	JOSEPHUS PERSEUS B. BANAAG	Administrative Officer IV
8	SUPPLY	MICHAEL JOEL C. BOQUEO	Clerk

BREAKOUT HALL 1 (East, JHS, SHS, Supervisors)

Venue: IPES New Conference Hall

PROGRAM MANAGEMENT TEAM

1	CLASS MANAGER	CYNTHIA T. ABELEDO	Head Teacher VI
2	TECHNICAL SUPPORT	JERSON L. TORRES	ICT Coordinator, Anabu I ES

PARTICIPANTS

1	SGOD	IVAN HONORPETTE A. MIJARES	Education Program Supervisor / OIC, SGOD
2	CID	MARCIANO V. VALLES	Education Program Supervisor / OIC, CID
3	SGOD	JUNE BENICE L. ADELAN	Education Program Supervisor
4	CID	MARILLOU P. BRONZI	Education Program Supervisor
5	CID	JOSEPH C. CARREON	Education Program Supervisor
6	CID	CRISTINA S. ADVINCULA	Education Program Specialist
7	EAST	ANGELO A. UNAY	School Head (Resource Speaker)
8	EAST	DIVINA A. NARVAEZ	School Head
9	EAST	JESUS V. BERGADO	School Head
10	EAST	MANUEL R. TAGBAGO	School Head
11	EAST	FLORIE-ANN S. VILLANUEVA	School Head
12	EAST	ANDREA V. BONDY	School Head
13	EAST	NESSA-AMIE P. LOPE	School Head
14	EAST	ROEL M. ELARDO	School Head
15	JHS	LERMA V. PENA	School Head
16	JHS	ALBERT T. RODEROS	School Head
17	JHS	LAILANI N. TORRES	School Head
18	SHS	RAFAEL R. SANTOS	School Head
19	SHS	ROLAND J. CATAPAT	School Head
20	SHS	LEONIDA D. BAARDE	School Head
21	SHS	DITAS V. FLORES	School Head
22	EAST	BENILAR JOY, S. OGANG	Master Teacher
23	EAST	CHRISTIAN P. CAAGBAY	Master Teacher

24	EAST	DWAIN ALLEN B. QUIMOYOG	Master Teacher
25	EAST	ELEANOR T. MANQUIZ	Master Teacher
26	EAST	ELENA S. QUINTO	Master Teacher
27	EAST	FRECELA B. BALLESTEROS	Master Teacher
28	EAST	JENNIFER D. CHICO	Master Teacher
29	EAST	JENNIFER, L. NERI	Master Teacher
30	EAST	JUN C. BUENAVISTA	Master Teacher
31	EAST	LAARNI B. FALLORINA	Master Teacher
32	EAST	MILDRED I. GABUAT	Master Teacher
33	EAST	RODIO Y. ILAO	Master Teacher
34	JHS	CRISTINA I. ANTE	Head Teacher
35	JHS	ELIZABETH Z. VILLANUEVA	Head Teacher
36	JHS	ERNALYN L. MIRANDA	Head Teacher
37	JHS	FELANIE J. RODRIGUEZ	Head Teacher
38	JHS	HENRY C. DONSOL	Head Teacher
39	JHS	MARIA ELENA D. LOMEDA	Head Teacher
40	JHS	MARIA JUDITH GAMAO	Head Teacher
41	JHS	MARIBEL M. LUIG	Head Teacher
42	JHS	MARILOU M. MARTIN	Head Teacher
43	JHS	MARITESS N. PEÑAREDONDA	Head Teacher
44	JHS	CARMILLE JAM S. LIM	Master Teacher
45	JHS	GERALDINE L. ELOMINA	Master Teacher
46	JHS	LUDOVICO R. RESUELLO JR	Master Teacher
47	JHS	MARINA C. MANDAPAT	Master Teacher
48	JHS	MARY ANN N. VILLARREAL	Master Teacher
49	JHS	MARYLINDA E. ALEMAN	Master Teacher
50	JHS	MONNETH T DELANTAR	Master Teacher
51	JHS	PRECYLYN C. ARGUELLES	Master Teacher
52	JHS	RHEA BACAS	Master Teacher
53	SHS	CHRISSEL H. VIGAFRIA	Master Teacher
54	SHS	EDGAR A. RIVERA	Master Teacher
55	SHS	GLADYS F. GUIRRE	Master Teacher
56	SHS	JOSEPHINE L. HERNANDEZ	Master Teacher
57	SHS	LILIANA C. ANOG	Master Teacher
58	SHS	LYDIA S. VILLANUEVA	Master Teacher
59	SHS	MA. GERALDINE M. GUANZON	Master Teacher
60	SHS	MELYN V. BARCELONA	Master Teacher
61	SHS	MERVIN G. ARAJA	Master Teacher
62	SHS	MICHAEL B. BARIAS	Master Teacher
63	SHS	MICHAEL C. ASEGURADO	Master Teacher
64	SHS	SALVADOR O. DOMONA	Master Teacher
65	SHS	TERESA Q. AMARILLE	Master Teacher

BREAKOUT HALL 2 (North, South, and West Clusters)

Venue: Imus Youth Center

PROGRAM MANAGEMENT TEAM

1	CLASS MANAGER	MA NITA P. MENDOZA	Head Teacher VI, INHS
2	TECHNICAL SUPPORT	JOAN P. SUMBELING	ICT Coordinator, Palico ES

PARTICIPANTS

1	NORTH	JOCELYN A. LIMOSINERO	School Head
2	NORTH	AIDA C. BELLON	School Head

3	NORTH	MARILYN R. TULAY	School Head
4	NORTH	MARLYN C. ALEGRO	School Head (Resource Speaker)
5	NORTH	ROSEMARIE M. ORCULLO	School Head
6	NORTH	JENIELYN A. SADANG	School Head
7	NORTH	JOCELYN T. AQUINO	School Head
8	SOUTH	WILMA J. CHIQUILLO	School Head
9	SOUTH	NANCY P. VALDEZ	School Head
10	SOUTH	MARISEL E. GUZMANA	School Head
11	SOUTH	EDEN P. REYES	School Head
12	SOUTH	JERAMIE G. BUENSUCESO	School Head
13	SOUTH	ANNABELLE G. BUGHAO	School Head
14	WEST	GINA U. REYES	School Head (Resource Speaker)
15	WEST	ALONA O. VERDAD	School Head
16	WEST	MARISSA D.O AGCO	School Head
17	WEST	KRISTIN LOVE J. LAYAGUE	School Head
18	WEST	ELMER M. DAYRIT	School Head
19	NORTH	AGNES B. SAULER	Master Teacher
20	NORTH	ANNA LEAH M. CRUZ	Master Teacher
21	NORTH	ARLENE T. EXIOMO	Master Teacher
22	NORTH	BERNARDO CONCEPCION	Master Teacher
23	NORTH	CARMELITA R. ORIT	Master Teacher
24	NORTH	GLADYS G. BULACAN	Master Teacher
25	NORTH	LOURDES M. DE BORJA	Master Teacher
26	NORTH	MA. FE M. ARNELLA	Master Teacher
27	NORTH	MARIBEL C. TAGANAC	Master Teacher
28	NORTH	MARILOU D. ROSARIO	Master Teacher
29	NORTH	MARILOU P. PESTAÑO	Master Teacher
30	NORTH	MYLENE Q. RODRIGUEZ	Master Teacher
31	NORTH	REMEDIOS Q. PANGANIBAN	Master Teacher
32	SOUTH	ALLAN M. IBAY	Master Teacher
33	SOUTH	ALMA R. DELMINDO	Master Teacher
34	SOUTH	ARMAN P. TANYAG	Master Teacher
35	SOUTH	CHITO F. LAGRIMAS	Master Teacher
36	SOUTH	DIVINA N. BAILE	Master Teacher
37	SOUTH	GEMMA P. SIERRA	Master Teacher
38	SOUTH	JANET F. AUTOR	Master Teacher
39	SOUTH	MARY ANN E. RAMOS	Master Teacher
40	SOUTH	MEMELYN L. CAAYOHAN	Master Teacher
41	SOUTH	NECITA S. FLOREN	Master Teacher
42	SOUTH	NINO B. LEVANTINO	Master Teacher
43	SOUTH	RONALD T. SIA	Master Teacher
44	SOUTH	ROSARIO P. DUQUE	Master Teacher
45	SOUTH	VIOLETA C. MALIG	Master Teacher
46	SOUTH	VICTORIA C. MANLUGON	Master Teacher
47	WEST	JEE ANN P. RAFAEL	Master Teacher (Resource Speaker)
48	WEST	ANMARIE LOURDES S. HADLOCON	Master Teacher
49	WEST	DANNY S. BARBA	Master Teacher
50	WEST	DARWIN C. FRIAS	Master Teacher
51	WEST	ERLAND B. MONZON	Master Teacher
52	WEST	JANETTE VIDAL	Master Teacher

53	WEST	JUVELYN T. PEREZ	Master Teacher
54	WEST	MA. EILEEN Y. BELLEN	Master Teacher
55	WEST	MARIA DIANA S. MABEZA	Master Teacher
56	WEST	MARIAN P. DAPULAG	Master Teacher
57	WEST	MARILYN L. BINADAY	Master Teacher
58	WEST	MARITES C. CABUG	Master Teacher
59	WEST	NINA O. DESALES	Master Teacher
60	WEST	RAY S. IDUL	Master Teacher
61	WEST	RIZALINA P. LOPEZ	Master Teacher
62	WEST	VANESSA MARIE E. PARAGUYA	Master Teacher

BREAKOUT ROOM 3 (Non Teaching Personnel)+B2:G51

Venue: IPES Office Conference Room

PROGRAM MANAGEMENT TEAM

1	CLASS MANAGER	REDEN M. CRUZADO	Librarian II / OIC - LRMS
2	TECHNICAL SUPPORT	JUSTINE FAITH I PNILE	Project Development Officer II

PARTICIPANTS

1	ASU	RONNIE B. YOHAN	Administrative Officer V
2	FINANCE UNIT	JONA B. RAMOS	Administrative Officer V / Budget Officer III
3	ASU - RECORDS	IRMA B. GEDA	Administrative Officer IV
4	ASU - PERSONNEL	MARILYN O. ANGLO	Administrative Officer IV (Resource Speaker)
5	ASU - PERSONNEL	MELISSA P. AQUINO	Administrative Officer II
6	ASU - PERSONNEL	MARIA CECILIA C. VILLANIA	Administrative Assistant III
7	ASU - PERSONNEL	SANDRA BETTINA M. ESCOBAR	Administrative Assistant III
8	ASU - PERSONNEL	JENNIE GRACE F. DAR	Administrative Assistant III
9	EAST	JORNEL NIÑO, F. NAVAL	Administrative Officer II
10	EAST	MARK JUSTIN L. ALMONTE	Administrative Officer II
11	EAST	HANNAH GIANNE R. CAISIP	Administrative Officer II
12	EAST	MARIAN R. TOLEDO	Administrative Officer II
13	EAST	JORAM JOHN W. BAWAG	Administrative Officer II
14	EAST	HONEY ANGELA O. ESCULLAR	Administrative Officer II
15	EAST	DANICA ELAINE ORDONEZ	Administrative Officer II
16	EAST	ELOISA MAE M. ROSAROSO	Project Development Officer I
17	NORTH	JEANNY ROSE A. LAO-ANG	Administrative Officer II
18	NORTH	LEONY N. LEMON	Administrative Officer II
19	NORTH	MARY JOY S. DELOVINO	Administrative Officer II
20	NORTH	MIKEE MHARIELLE E DIGA	Administrative Officer II
21	NORTH	NIÑA CARINO	Administrative Assistant III
22	NORTH	LYRA LONTOC	Project Development Officer I
23	SOUTH	ARLENE N. AVELINO	Administrative Officer II
24	SOUTH	RONALYN A. BALANDO	Administrative Officer II
25	SOUTH	ELAINE V. SAMSON	Administrative Officer II
26	SOUTH	PATRICIA ISABEL M. ESCOBAR	Administrative Officer II
27	SOUTH	JAYSON C. TALON	Project Development Officer I
28	WEST	NOEMIE A. DIONEDA	Administrative Officer II
29	WEST	IMELDA O. SORIANO	Administrative Assistant III
30	WEST	NOSALYN N. LIBRANDA	Administrative Officer II
31	WEST	JOSEPHINE C. ROQUERO	Administrative Officer II
32	WEST	EVELYN C. TALACTAC	Project Development Officer I
33	JHS	CHRISTIAN MAGALLANES	Administrative Officer II

34	JHS	JASMIN LOUIS P. VITO	Administrative Officer II
35	JHS	MARYCON D BARBUCO	Administrative Officer II
36	JHS	RACHELLE E. BARIAS	Administrative Assistant III
37	SHS	DINA V. BARBADILLO	Administrative Officer II
38	SHS	TEODYLEE P. CRUZ	Administrative Officer II
39	SHS	PEARLY JINKY F. FERRERA	Administrative Officer II
40	SHS	GIAN CARLO R. DOMINGUEZ	Administrative Officer II

----Nothing Follows--