



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

20 OCT 2025

DIVISION MEMORANDUM

No. 660, s. 2025

**DESIGNATION OF DIVISION SUB-COMMITTEES
TO ASSIST THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB)
IN THE CONDUCT OF THE INITIAL EVALUATION OF THE
QUALIFICATION OF APPLICANTS AND COMPARATIVE
ASSESSMENT FOR RECLASSIFICATION**

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. Pursuant to **DepEd Order No. 24, s. 2025**, entitled "*Guidelines on the Evaluation and Selection Process for the Reclassification of Teaching, Teaching-Related, and School Administration Positions*," and its amendments under **DepEd Order No. 34, s. 2025**, the **Schools Division Superintendent (SDS)** is authorized to designate **sub-committee/s** in the districts or offices, as deemed practicable, to assist the **Human Resource Merit Promotion and Selection Board (HRMPSB)** in the conduct of the **comparative assessment process**.

2. These sub-committees shall serve as assistorial bodies to support the HRMPSB in ensuring efficiency, integrity, and transparency in the implementation of the reclassification process. The HRMPSB shall, however, retain full responsibility and accountability for the results of the comparative assessment and shall respond to all related queries and complaints.

3. Functions of the Sub-Committees

The designated sub-committees shall perform the following functions:

- Facilitate the initial screening, evaluation, and verification of submitted documentary requirements and Means of Verification (MOVs);
- Conduct pre-assessment and data consolidation of qualified applicants per district, level, or designated cluster;

- c. Carry out the Classroom Observation Instrument (COI) assessment of applicants and prospective applicants within their respective areas of assignment or designated cluster, composed of trained assessors preferably from the district or school level; and
- d. Submit validated results to the HRMPSB Secretariat for final deliberation.

4. The composition of the sub-committees shall consist of trained assessors who have completed the required programs under the Career Progression Assessors and RSP Capability Building initiatives. These assessors are qualified to apply established evaluation protocols and criteria essential for the reclassification process.as appropriate, to assist in the conduct of the comparative assessment process.

Initial Evaluation of the Qualification of Applicants (QS + Performance)
Schedule : October 22-31, 2025 (1:00 pm -5:00 pm)
Venue: Bulwagang Imusenyo SDO OLD Bldg.

Qualification Standards	In-Charge	Sub-Committee Members
Education	Marilyn O. Anglo (Administrative Officer IV) Melissa P. Aquino (Administrative Officer II)	(Administrative Officers II) Mark Justin L. Almonte Hannah Gianne R. Caisip Jeanny Rose A. Lao-Ang
Training	Rosa Irma B. Geda (Administrative Officer IV) Jennie Grace F. Dar (Administrative Assistant III) Sandra Bettina M. Escobar (Administrative Assistant III)	(Administrative Officers II) Marian R. Toledo Joram John W. Bawag Mikee Mharielle E Diga Leony N. Lemon Arlene N. Avelino Ronalyn A. Balandó Patricia Isabel M. Escobar Josephine C. Roquero Nosalyn N. Libranda Christian Magallanes Jasmin Louis P. Vito Marycon D Barbuco Dina V. Barbadillo Gian Carlo R. Dominguez
Experience/Eligibility	Ronnie B. Yohan (Administrative Officer V) Jona B. Ramos (Budget Officer III) Maria Cecilia C. Villania (Administrative Assistant III)	(Administrative Officers II) Honey Angela O. Escullar Danica Elaine Ordonez Mary Joy S. Delovino Noemie A. Dionedá Teodylee P. Cruz Jornel Niño F. Naval

Performance Requirements	In-Charge	Sub-Committee Members
COI's/NCOI's	Reden M. Cruzado (Librarian II) Justine Faith I. Pinile (Project Development Officer II)	(Administrative Officers II) Pearly Jinky F. Ferrera Elaine V. Samson PDO I Jayson C. Talon Eloisa Mae M. Rosaroso Lyra Lontoc Evelyn C. Talactac Administrative Assistants III Niña Cariño Rachelle E. Barias Imelda O. Soriano

Comparative Assessment of Applicants

Schedule: November 3-7, 2025

Venue: TBA

Criteria	In-Charge	Sub-Committee Members
Education	HRMPSB	N/A
Training	HRMPSB	N/A
Experience/Eligibility	HRMPSB	N/A
Performance Rating	HRMPSB	N/A
PPST Classroom Observable Indicators(COI) / PPST Non-Classroom Observable Indicators(COI)	GROUP A Marciano V. Valles (OIC-Chief CID) Ricardo R. David III (Education Program Supervisor) Marilou F. Candelaria (Education Program Supervisor) Ruby B. Heramia (Education Program Supervisor) Rochelle S. Balete (Education Program Supervisor) Joseph C. Carreon (Education Program Supervisor)	North Cluster School Heads Jocelyn A. Limosinero Aida C. Bellon Marilyn R. Tulay Marlyn C. Alegro Rosemarie M. Orcullo Jenielyn A. Sadang Jocelyn T. Aquino North Cluster Master Teachers Agnes B. Sauler Anna Leah M. Cruz Arlene T. Exiomo Bernardo Concepcion Carmelita R. Orit Gladys G. Bulacan

		Lourdes M. De Borja Ma. Fe M. Arnella Maribel C. Taganac Marilou D. Rosario Marilou P. Pestaño Mylene Q. Rodriguez Remedios Q. Panganiban West Cluster School Heads Gina U. Reyes Alona O. Verdad Marissa D.O Agco Kristin Love J. Layague Elmer M. Dayrit West Cluster Master Teachers Jee Ann P. Rafael Anmarie Lourdes S. Hadlocon Danny S. Barba Darwin C. Frias Erland B. Monzon Janette Vidal Juvelyn T. Perez Ma. Eileen Y. Bellen Maria Diana S. Mabeza Marian P. Dapulag Marilyn L. Binaday Marites C. Cabug Nina O. Desales Ray S. Idul Rizalina P. Lopez Vanessa Marie E. Paraguya SHS School Heads Rafael R. Santos Roland J. Catapat Leonida D. Baarde Ditas V. Flores SHS Master Teachers Chrisel H. Vigafria Edgar A. Rivera Gladys F. Guirre Josephine L. Hernandez Liliana C. Anog Lydia S. Villanueva Ma. Geraldine M. Guanzon Melyn V. Barcelona Mervin G. Araja Michael B. Barias Michael C. Asegurado
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		Salvador O. Domona Teresa Q. Amarille
PPST Classroom Observable Indicators(COI) / PPST Non-Classroom Observable Indicators(COI)	GROUP B Ivan Honorpette A. Mijares (OIC-SGOD Chief) June Bence L. Adelan (Senior Education Program Specialist) Darlferhen M. Dancel (Education Program Supervisor) Riza C. Garcia (Education Program Supervisor) Marilou P. Bronzi (Education Program Supervisor) Cristina S. Advincula (Education Program Specialist II ALS)	East Cluster School Heads Angelo A. Unay Divina A. Narvaez Jesus V. Bergado Manuel R. Tagbago Florie-Ann S. Villanueva Andrea V. Bondoy Nessa-Amie P. Lope Roel M. Elardo East Cluster Master Teachers Benilar Joy S. Ogang Christian P. Caagbay Dwain Allen B. Quimoyog Eleanor T. Maniquiz Elena S. Quinto Frecela B. Ballesteros Jennifer D. Chico Jennifer L. Neri Jun C. Buenavista Laarni B. Fallorina Mildred I. Gabuat Rodio Y. Ilao South Cluster School Heads Wilma J. Chiquillo Nancy P. Valdez Marisel E. Guzman Eden P. Reyes Jeramie G. Buensuceso Annabelle G. Bughao South Cluster Master Teachers Allan M. Ibay Alma R. Delmindo Arman P. Tanyag Chito F. Lagrimas Divina N. Baile Gemma P. Sierra Janet F. Autor Mary Ann E. Ramos Memelyn L. Caayohan Necita S. Floren Nino B. Levantino Ronald T. Sia Rosario P. Duque Violeta C. Malig Victoria C. Manlugon

		JHS School Heads Lerma V. Pena Albert T. Roderos Lailani N. Torres JHS Head Teachers Cristina I. Ante Elizabeth Z. Villanueva Ernalyn L. Miranda Felanie J. Rodriguez Henry C. Donsol Maria Elena D. Lomeda Maria Judith Gamao Maribel M. Luig Marilou M. Martin Marites R. Peñaredonda Cynthia T. Abeledo Ma. Nita P. Mendoza JHS Master Teachers Carmille Jam S. Lim Geraldine L. Elomina Ludovico R. Resuello Jr Marina C. Mandapat Mary Ann N. Villareal Marylinda E. Aleman Monneth D. Delantar Precylyn C. Arguelles Rhea Bacas
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5. To promote collaboration, impartiality, and fairness, the designated sub-committees are hereby grouped into two (2) major groups, each composed of three (3) clusters, which shall mutually assess each other's applicants' folders as follows:

Group A: North Cluster, West Cluster, and SENIOR HIGH SCHOOL Cluster (SHS) Sub-Committees

- Shall assess the applicants' folders of Group B (East, South, and JHS)

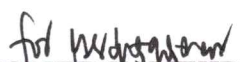
Group B: East Cluster, South Cluster, and JUNIOR HIGH SCHOOL Cluster (JHS) Sub-Committees

- Shall assess the applicants' folders of Group A (North, West, and SHS)

7. All activities and records shall be carried out with transparency, confidentiality, and accountability in compliance with existing civil service and DepEd policies.

8. All Expenses relative to the said activity shall be charged against local funds subject to the usual accounting and auditing rules and regulation.

9. For inquiries, please contact **Mr. Ronnie B. Yohan**, Administrative Officer V at 419-8450 local 227.
10. This Memorandum shall take effect immediately and shall remain valid until amended, revoked, or superseded by subsequent issuances.
11. Immediate dissemination of this Division Memorandum is earnestly desired.


HOMER N. MENDOZA

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

Encl.: *none*

Reference: *as stated*

To be indicated in the Perpetual Index
under the following subject:
COMMITTEE

ASU-Rbg-10/17/25