Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

January 12, 2026

DIVISION MEMORANDUM
No. 016, S. 2026

Composition and Functions of Special HRMPSB and Sub-Committees for the Expanded Career Progression (ECP) Implementation

TO: OIC- Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

In accordance with DepEd Order No. 024, s. 2025, titled "Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads," the Schools Division of Biliran hereby constitutes the Special Human Resource Merit Promotion and Selection Board (HRMPSB) and its Sub-Committees to oversee and support the implementation of the ECP System.

I. Composition of Sub-Committees:
Each Sub-Committee shall be composed of:
Chairperson: Public Schools District Supervisor/ Education Program Supervisor
Members: Four (4) School Heads,
(Attached is the complete list of designated Sub-Committees)

II. Functions of the Sub-Committees:

The Sub-Committees shall assist the HRMPSB and conduct the following activities:

- Observation classroom teaching;
- Portfolio annotation;
- Behavioral Events Interviews (SDO PSB Members)
- Documentation of results and timely submission to the HRMPSB; and
- Feedback giving on relevant issues and concerns to the HRMPSB and Division Office.

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Larrazabal, Naval, Biliran
053-500-4054/4060
depedbiliran@gmail.com

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Pillar of Coastal Science

3. COTRSP teacher applicant rating sheet;
4. COTRSP inter observer agreement form;
5. Teacher reflection form (TRF); and
6. Teacher reflection inter-evaluator agreement form as required.

Any changes in composition or schedule must be approved by the Schools Division Superintendent.

a. To ensure the effective implementation of classroom observation across districts, the following guidelines are hereby issued:

Members of the subcommittees listed in Annex A are designated to conduct classroom observations and behavioral events interviews in schools located within the partner district as identified in the swapping arrangement.

Inter-District Pairing
To ensure objectivity and impartiality, district subcommittees shall conduct inter-district observations rather than monitoring their own assigned districts.

Almeria ↔ Naval 1
Naval 2 ↔ Maripipi
Naval 3 ↔ Kawayan 1
Caibiran 2 ↔ Cabucgayan 2
Biliran ↔ Naval District 4
Culaba ↔ Kawayan 2
Caibiran 1 ↔ Cabucgayan 1

b. Each subcommittee shall observe both elementary and secondary levels in the assigned partner district.

c. The District Office shall coordinate with the respective schools to finalize the observation schedule. Subcommittee members must ensure no disruption regular classes during the observation.

d. Observers shall use the standard observation tools provided on the DO 24, s. 2025.
A consolidated report shall be submitted to the Division Monitoring Team within five (5) working days after the observation.

V. Travel expenses incurred during the conduct of classroom observation shall be **chargeable against the school MOOE**, subject to the **usual accounting and auditing rules and procedures**.

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VI. Immediate and wide dissemination of this memorandum is directed to ensure proper implementation and coordination across all units concerned. For inquiries, contact the Division Office at biliran@deped.gov.ph.

ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

Enclosure
Annex A. List of Subcommittees

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ANNEX A: LIST OF SUBCOMMITTEES

FOR ELEMENTARY

1. Ronico Y. Amistoso 2. Alma M. Atibula 3. Nestor D.Ticoy 4. Robilina G. Rotairo 5. Gabriel Vinegas III	1. Elsie A. Tan 2. Sheila Completo 3. Leah C. Lim 4. Neil T. Pacad 5. Blanchie L. Dela Pena	1. Alma Cabusor 2. Herman D. Donato 3. Corazon D. Misagal 4. Reynaldo Noquera 5. Flora Daisy M. Fabia
1. Jenebel J. Sevillano 2. Randy S. Solamo 3. Marvin Apacible 4. Julius Dadison 5. Marivis Paano	1. Exzal J. Padecio 2. Luzviminda A.Flores 3. Helen C. Yu 4. Ariel Dable 5. Jether Allegado	1. Ma. Cristy Lyn G. Meracap 2. Amelisa D. Elmundo 3. Joylyn Jampas 4. Angelyn Corto 5. Margaret Flores
1. Caroline Y. Lumagsao 2. Roderrisa Ampong 3. Jasmin Tonacao 4. Eugene Ignacio 5. Jane Centino	1. Armando M. Laude 2. Annaliza Macanas 3. Diane G. Mas 4. Zenaida Sampag 5. Ofelia Pagba	1. Melba S. Geriando 2. Gerardo C. Paghid 3. Alfie S. De la Pena 4. Jennifer Veruen 5. Roxanne Marilao

FOR SECONDARY

1. Rommel Tan 2. Thelma Mari 3. Rowena Gabuya 4. Zaea Villamor 5. Laarni Serenas	**1. Benjamin Medallo** 2. Junasis Cajipe 3. Ma. Cristina O.Betonio 4. Jennelyn Astillo 5. Claire Bato	**1. Francisco Bayon-on** 2. Arnold Cerera 3. Ranulfo Rostata 4. Johnny Lazaro 5. Nelson Catienza
1. Aida Cabrera 2. Cynthia Borrinaga 3. Elma Plaza 4. Gladys German 5. Leah Areglo	**1. Luty Shane Guttierez** 2. Leonora Mission 3. Gretchym Dela Pen 4. Ma. Lucena German 5. Loida Carreon	**1. Grace Durano** 2. Iris Gayrama 3. Mary Grace Daclitan 4. Crisanto Rosario 5. Leonida Gayrama
1. Henry Jarina 2. Patricio Laurito 3. Criza Bernadas 4. Lourd Ricardo Araneta 5. Julianito F. Nobe, Jr.	**1. Leizel Avila** 2. Jesus I. Mangco 3. Christian Polinar 4. Helen Laurito 5. Faith Calagos	**1. Amir Santolirin** 2. Modesta Olasiman 3. Amelou Canonoy 4. Rosamarie Adobo 5. Marilou Morillo

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III. Activity Timeline:

SCHEDULE OF ETHOR TIMELINES SCHOOL YEAR 2025-2026

Date	Activity	In- Charge	Venue
January 14, 2026	Online Orientation of the New Teacher Applicants on the recruitment process	Division Selection Committee	
January 15- 30, 2026	Online Registration, Submission, and Acceptance of applications from the New Teacher Applicants		
January 26- 30, 2026	Orientation of Subcommittees for the NCOI and the Demo Teaching COI Assessment Orientation of Sub-Committees and Assessors Jan. 26, 2026 Naval (morning) Almeria (afternoon) Jan. 27, 2026 Kawayan (morning) Culaba (afternoon) Jan. 28, 2026 Caibiran (morning) Cabucgayan (afternoon) Jan. 29, 2026 Biliran (morning Jan. 30, 2026 Maripipi (morning) To be conducted and facilitated by: Arvin T. Elatico CPA, JD- *OIC ASDS, HRMO Chairperson*	Division Selection Committee Chairperson HRMPSB Members	By District

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	Jose B. Mondido EdD- *CES CID* Josephine M. Casas EdD- CES SGOD Nanette G. Pla- *Administrative Officer V, HRMO Member* Lermaflor G. Napoles- *Administrative Officer IV, HRMO I* Fernando L. Zamora- MT 1, *Teachers Federated Association President* Shelly N. Apinardo- *Administrative Assistant III (Office of ASDS), HRMO Secretariat* *Oriand Patrick A. Flores- Administrative Assistant II (Personnel), HRMO Secretariat* Hannah Erika R. Borrel- *Administrative Aide (Personnel) HRMO Secretariat* Jerrelie Q. Genata- *Administrative Aide (Personnel) HRMO Secretariat*		
February 2-13, 2026	Conduct of Classroom Observation (NCOI and COI) by Subcommittees to ECP Applicants	Subcommittees	By District/ By School
February 16, 2026	Conduct of Teacher Reflection Evaluation by the Subcommittees (New Teacher Applicants)	Subcommittees	By District/ By Schools

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February 16-20, 2026 February 17-27, 2026	Conduct of Behavioral Events Interview (BEI) by HRMPSB committee to ECP Applicants. Conduct of Demonstration Teaching by Sub-committees (New Teacher Applicants).	HRMPSB Committee Subcommittees	SDO-Conference Hall By District/ By School
March 02, 2026	Submission of Consolidated Reports of the Classroom Observation (NCOI and COI), Teacher Reflection Evaluation, and Demonstration Teaching Ratings.	Subcommittees	SDO-Biliran
March 5- 6, and 9 2026	Evaluative Assessment, Consolidations, Finalization and Confirmation of Points of ECP Applicants.	Division Selection Committee/ HRMPSB	SDO-Biliran
March 10, 2026	Posting of CAR and CAR – RQA for ECP Applicants.	Division Selection Committee/ HRMPSB	SDO-Biliran
March 11, 12, and 13, 2026	Evaluative Assessment, Consolidations, Finalization and Confirmation of Points of New Teacher Applicants	Division Selection Committee	SDO-Biliran
March 16, 2026	Posting of CAR and CAR – RQA for New Teacher Applicants.	Division Selection Committee/ HRMPSB	SDO-Biliran

Adjustments to the timeline may be made based on operational needs and directives from the Regional Office.

IV. Additional Provisions

Membership of the Sub-Committee is considered part of the regular duties of the personnel involved and does not entail additional compensation. Sub-Committees shall coordinate closely with the Division HRMPSB and submit the following reports:

1. Consolidated results on COI and NCOI points;
2. Observation notes as required;

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