



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

DIVISION MEMORANDUM
No. 033, S. 2026

January 23, 2026

**CORRIGENDUM TO THE DIVISION MEMORANDUM 016, S. 2026
COMPOSITION AND FUNCTIONS OF SPECIAL HRMPSB AND
SUBCOMMITTEES 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 Subcommittees to oversee and support the implementation of the ECP System.

I. Composition of Subcommittees:

Each Subcommittee shall be composed of:
Chairperson: Public Schools District Supervisor/ Education Program Supervisor
Members: Four (4) School Heads,
(Attached is the complete list of designated Subcommittees)

II. Functions of the Subcommittees:

The Subcommittees 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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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 1 Applicants on the recruitment process	Division Selection committees	
January 15-30, 2026	Online Registration, Submission, and Acceptance of applications from the New Teacher 1 Applicants	Division Selection Committee	By Districts and SDO-Conference Hall
January 26-30, 2026	Orientation of Subcommittees for the NCOI and the Demo Teaching COI Assessment	Chairperson and HRMPSB Members	
	Orientation of Sub-Committees and Assessors		
	To be conducted and facilitated by: Arvin T. Elatico CPA, JD- OIC ASDS, HRMO Chairperson 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		

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	<p>Fernando L. Zamora- MT I, <i>Teachers Federated Association President</i></p> <p>Shelly N. Apinardo- <i>Administrative Assistant III (Office of ASDS), HRMO Secretariat</i></p> <p>Orland Patrick A. Flores- <i>Administrative Assistant II (Personnel), HRMO Secretariat</i></p> <p>Hannah Erika R. Borrel- <i>Administrative Aide (Personnel) HRMO Secretariat</i></p> <p>Jerrelie Q. Genata- <i>Administrative Aide (Personnel) HRMO Secretariat</i></p>		
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 1 Applicants)	Subcommittees	By District/ By Schools
February 16- 20, 2026	Conduct of Behavioral Events Interview (BEI) by HRMPSB committee to ECP Applicants.	HRMPSB Committee	SDO- Conference Hall
February 17- 27, 2026	Conduct of Demonstration Teaching by Subcommittees (New Teacher 1 Applicants).	Subcommittees	By District/ By School
March 02, 2026	Submission of Consolidated Reports of the Classroom Observation (NCOI and COI), Teacher Reflection Evaluation,	Subcommittees	SDO- Biliran

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	and Demonstration Teaching Ratings.		
March 5- 6, and 9 2026	Evaluative Assessment, Consolidations, Finalization and Confirmation of Points of ECP Applicants.	Division Selection Committee/ HRMP SB	SDO- Biliran
March 10, 2026	Posting of CAR and CAR – RQA for ECP Applicants.	Division Selection Committee/ HRMP SB	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/ HRMP SB	SDO- Biliran

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

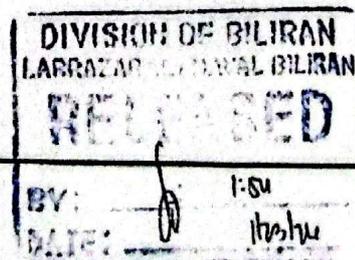
III. Additional Provisions

Membership of the Subcommittee is considered part of the regular duties of the personnel involved and does not entail additional compensation. Subcommittees shall coordinate closely with the Division HRMP SB and submit the following reports:

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

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





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- a. 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.

Schedule for Elementary Level

Date of Orientation	Groups	District to be observed on the actual conduct	Venue of the orientation to be held on Jan. 26-30, 2026
January 26, 2026 (morning)	Group 1: Ronico Y. Amistoso Alma M. Atibula Nestor D. Ticoy Robilina G. Rotairo Gabriel Vinegas III	Caibiran 2	Caibiran Central School
	Group 2: Elsie A. Tan Sheila Completo Leah C. Lim Neil T. Pacad Blanchie L. Dela Pena	Caibiran 1	
January 26, 2026 (afternoon)	Group 3: Alma Cabusor Herman D. Donato Corazon D. Misagal Reynaldo Noquera Flora Daisy M. Fabia	Culaba	Culaba Central School
	Group 4: Jenebel J. Sevillano Randy S. Solamo Marvin Apacible Julius Dadison Marivis Paano	Kawayan	
January 27, 2026 (morning)	Group 5: Exzal J. Padecio Luzviminda A. Flores Helen C. Yu Ariel Dable Jether Allegado Group 8: Armando M. Laude	Cabucgayan	Biliran Central School

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	Annaliza Macanas Diane G. Mas Zenaida Sampag Ofelia Pagba		
January 27, 2026 (afternoon)	Group 6: Ma. Cristy Lyn G. Meracap Amelisa D. Elmundo Joylyn Jampas Angelyn Corto Margaret Flores Group 7: Caroline Y. Lumagsao Roderrisa Ampong Jasmin Tonacao Eugene Ignacio Group 9: Melba S. Geriando Gerardo C. Paghid Alfie S. De la Pena Jennifer Veruen Roxanne Marilao	Almeria Naval Maripipi	Naval School Central

- Group 1 -Caibiran 2
- Group 2 - Caibiran 1
- Group 3 -Culaba
- Group 4 - Kawayan
- Group 5- Cabucgayan
- Group 6- Almeria
- Group 7- Naval
- Group 8- Biliran
- Group 9- Maripipi

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Schedule for Secondary Level

Date of Orientation	Groups	Venue of the orientation
January 29, 2026- Morning	GROUP A: 1. Rommel Tan 2. Thelma Mari 3. Rowena Gabuya 4. Zaca Villamor 5. Laarni Serenas GROUP B: 6. Benjamin Medallo 7. Junasis Cajipe 8. Ma. Cristina O.Betonio 9. Jennelyn Astillo 10. Claire Bato GROUP C: 11. Francisco Bayon-on 12. Arnold Cerera 13. Ranulfo Rostata 14. Johnny Lazaro 15. Nelson Catienza	SDO-Biliran Conference Hall
January 29, 2026- Afternoon	GROUP D: 1. Aida Cabrera 2. Cynthia Borrinaga 3. Elma Plaza 4. Gladys German 5. Leah Areglo GROUP E: 6. Luty Shane Gutierrez 7. Leonora Mission 8. Gretchym Dela Pen 9. Ma. Lucena German 10. Loida Carrcon GROUP F: 11. Grace Durano 12. Iris Gayrama 13. Mary Grace Daclitan 14. Crisanto Rosario 15. Leonida Gayrama	SDO-Biliran Conference Hall
January 30, 2026- Morning	GROUP G: 1. Henry Jarina 2. Patricio Laurito 3. Criza Bernadas 4. Lourd Ricardo Araneta 5. Julianito F. Nobe, Jr GROUP H: 6. Leizel Avlla 7. Jesus I. Mangco 8. Christian Polinar 9. Helen Laurito 10. Faith Calagos	SDO-Biliran Conference Hall

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ANNEX A: LIST OF SUBCOMMITTEES

FOR ELEMENTARY

Group 1: 1. Ronico Y. Amistoso 2. Alma M. Atibula 3. Nestor D. Ticoy 4. Robilina G. Rotairo 5. Gabriel Vinegas III	Group 2: 1. Elsie A. Tan 2. Sheila Completo 3. Leah C. Lim 4. Neil T. Pacad 5. Blanchie L. Dela Pena	Group 3: 1. Alma Cabusor 2. Herman D. Donato 3. Corazon D. Misagal 4. Reynaldo Noquera 5. Flora Daisy M. Fabia
Group 4: 1. Jenebel J. Sevillano 2. Randy S. Solamo 3. Marvin Apacible 4. Julius Dadison 5. Marivis Paano	Group 5: 1. Exzal J. Padecio 2. Luzviminda A. Flores 3. Helen C. Yu 4. Ariel Dable 5. Jether Allegado	Group 6: 1. Ma. Cristy Lyn G. Meracap 2. Amelisa D. Elmundo 3. Joylyn Jampas 4. Angelyn Corto 5. Margaret Flores
Group 7: 1. Caroline Y. Lumagsao 2. Roderrisa Ampong 3. Jasmin Tonacao 4. Eugene Ignacio 5. Jane Centino	Group 8: 1. Armando M. Laude 2. Annaliza Macanas 3. Diane G. Mas 4. Zenaida Sampag 5. Ofelia Pagba	Group 9: 1. Melba S. Geriando 2. Gerardo C. Paghid 3. Alfie S. De la Pena 4. Jennifer Veruen 5. Roxanne Marilao

FOR SECONDARY

Group A: 16. Rommel Tan 17. Thelma Mari 18. Rowena Gabuya 19. Zaea Villamor 20. Laarni Serenas	Group B: 1. Benjamin Medallo 2. Junasis Cajipe 3. Ma. Cristina O. Betonio 4. Jennelyn Astillo 5. Claire Bato	Group C: 1. Francisco Bayon-on 2. Arnold Cerera 3. Ranulfo Rostata 4. Johnny Lazaro 5. Nelson Catienza
Group D: 1. Aida Cabrera 2. Cynthia Borrinaga 3. Elma Plaza 4. Gladys German 5. Leah Areglo	Group E: 16. Luty Shane Guttierrez 17. Leonora Mission 18. Gretchym Dela Pen 19. Ma. Lucena German 20. Loida Carrcon	Group F: 1. Grace Durano 2. Iris Gayrama 3. Mary Grace Daclitan 4. Crisanto Rosario 5. Leonida Gayrama
Group G: 11. Henry Jarina 12. Patricio Laurito 13. Criza Bernadas 14. Lourd Ricardo Araneta 15. Julianito F. Nobe, Jr.	Group H: 5. Leizel Avila 6. Jesus I. Mangco 7. Christian Polinar 8. Helen Laurito 9. Faith Calagos	Group I: 1. Amir Santollrin 2. Modesta Olasiman 3. Amelou Canonoy 4. Rosamarie Adobo 5. Marilou Morillo

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	GROUP I: 1. Leisel Avila 2. Jesus I. Mangco 3. Christian Polinar 4. Helen Laurito Faith Calagos	
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- a. The District Office shall coordinate with the respective schools to finalize the observation schedule. Subcommittee members must ensure no disruption of regular classes during the observation.
- b. 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 orientation and conduct of classroom observation shall be **chargeable against the school MOOE**, subject to the **usual accounting and auditing rules and procedures**.

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

