



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

January 29, 2026

DIVISION MEMORANDUM
 No. 051, S. 2026

CORRIGENDUM TO THE DIVISION MEMORANDUM 016, S. 2026
HRMSPSB SUBCOMMITTEES FOR ECP

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. All members of Subcommittees for ECP is hereby enjoined to attend an orientation on January 30, 2026 at Naval Central School, Naval, Biliran.

II. Composition of Subcommittees:

Each Subcommittee shall be composed of:

Chairperson: Public Schools District Supervisor/ Education Program Supervisor

Members: Four (4) School Heads

Elementary

GROUPS	ASSIGNED DISTRICT DURING THE ACTUAL CONDUCT OF EVALUATION	GROUPS	ASSIGNED DISTRICT DURING THE ACTUAL CONDUCT OF EVALUATION
Group 1: Chairperson: Elsie A. Tan Members: Alma M. Atibula Robilina G. Rotairo Gabriel Vinegas III Ofelia Pagba	Naval	Group 2: Chairperson: Ronico Y. Amistoso Members: Sheila Completo Leah C. Lim Neil T. Pacad	Caibiran



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



KASTIKA
 Kaunlaran Along Sa Inyong
 Move, Be, Create, Strive!

DIVISION OF BILIRAN
 LARRAZABAL, NAVAL, BILIRAN
 page 4 of 8
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 BY: _____
 DATE: _____



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

		Blanchie L. Dela Pena	
Group 3: Chairperson: Herman D. Donato Members: Corazon D. Misagal Reynaldo Noquera Rovelyn Quinones Bella Sallentes	Culaba	Group 4: Chairperson: Jenebel J. Sevillano Members: Randy S. Solamo Marvin Apacible Julius Dadison Marivis Paano	Kawayan
Group 5: Chairperson: Exzal J. Padecio Members: Luzviminda A. Flores Helen C. Yu Miguel Am Francisco Bibian Bernal	Cabucgayan	Group 6: Chairperson: Ma. Cristy Lyn G. Meracap Members: Armando M. Laude Amelisa D. Elmundo Joylyn Jampas Angelyn Corto	Almeria
Group 8: Chairperson: Caroline Y. Lumagsao Margaret Flores Annaliza Macanas Diane G. Mas Zenaida Sampag	Biliran	Group 9: Chairperson: Melba S. Geriando Members: Gerardo C. Paghid Alfie S. Dela Pena Jennifer Veruen Roxanne Marilao	Maripipi

Secondary

Math: 1. Rommel Tan 2. Patricio P. Laurito Jr. 3. Andrian P. Palconit 4. Alvin Pamorcan 5. Irish Gayrama	MAPEH: 1. Benjamin Medallo 2. Bernstein Calomadre 3. Ava Janice Macanas 4. Albert Mahinay 5. Eugene Ignacio	TLE: 1. Francisco Bayon-on 2. Dexter Enage 3. Rowena Gabuya 4. Joel Agang 5. Medalla Palconit
Science: 1. Luty Shane Guttierrez 2. Arnold T. Cerera 3. Jennifer D. Veruen 4. Helen C. Yu 5. Elaine Joy S. Mejia	Values: 1. Grace Durano 2. Arnel C. Gabuya 3. Leonora O. Mission 4. Sally S. Escano 5. Reymund J. Icaín	Filipino: 1. Henry Jarina 2. Cynthia Borrinaga 3. Randy Rostata 4. Mailyng Grafil 5. Jane Centino

DIVISION OF BILIRAN
 LARRAZABAL, NAVAL BILIRAN

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Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

English: 1. Leizel Avila 2. Loida G. Carreon 3. Claire Bato 4. Jesus Mangco 5. Modesta Olasiman	Group: Araling Panlipunan 1. Amir L. Santolorin 2. Marovin Apacible 3. Junasis Cajipe 4. Alfie S. Dela Pena 5. Helen Laurito	
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III. Functions of the Subcommittees:

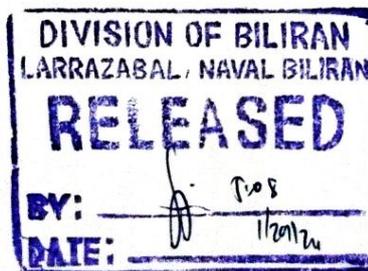
The Subcommittees shall assist the HRMPSB and conduct the following activities:

- 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.

IV. Activity Timeline

SCHEDULE OF ETHOR TIMELINES SCHOOL YEAR 2025-2026

Date	Activity	In- Charge	Venue
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<p>January 14, 2026</p>	<p>Online Orientation of the New Teacher 1 Applicants on the <u>recruitment process</u></p>	<p>Division Selection <u>committees</u></p>	
<p>January 15- 30, 2026</p>	<p>Online Registration, Submission, and Acceptance of applications from the New Teacher 1 Applicants</p>		
<p>January 26- 30, 2026</p>	<p>Orientation of Subcommittees for the NCOI and the Demo Teaching COI Assessment</p>	<p>Division Selection Committee Chairperson and HRMPSB Members</p>	<p>By Districts and SDO- Conference Hall</p>
	<p>Orientation of Sub-Committees and Assessors</p>		
	<p>To be conducted and facilitated by:</p>		
	<p>Arvin T. Elatico CPA, JD- OIC ASDS, HRMO Chairperson</p>		
	<p>Jose B. Mondido EdD- CES CID</p>		
	<p>Josephine M. Casas EdD- CES SGOD</p>		
	<p>Nanette G. Pla- Administrative Officer V, HRMO Member</p>		
	<p>Lermaflor G. Napoles- Administrative Officer IV, HRMO I</p>		
	<p>Fernando L. Zamora- MT 1, Teachers Federated Association President</p>		
	<p>Shelly N. Apinarido- Administrative Assistant III (Office of ASDS), HRMO Secretariat</p>		
	<p>Orland Patrick A. Flores- Administrative Assistant II (Personnel), HRMO Secretariat</p>		

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LARRAZABAL / NAVAL BILIRAN
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 BY: SJD
 DATE: 1/24/26



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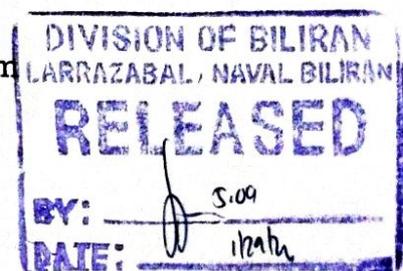
February 16, 2026	Conduct of Teacher Reflection Evaluation by the Subcommittees (New Teacher 1 Applicants)	Subcommittees	By District/ By School
February 17-27, 2026	Conduct of Demonstration Teaching by Subcommittees (New Teacher 1 Applicants).	Subcommittees	By District/ By School
March 02, 2026	Submission of Consolidated Reports of the Classroom Observation (NCOI and COI), Teacher Reflection Evaluation, and Demonstration Teaching Ratings.	Subcommittees	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 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 HRMPSB 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.





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REGION VIII
SCHOOLS DIVISION OF BILIRAN

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:

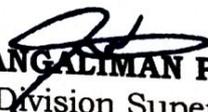
- a. Members of the subcommittees listed in Annex A are designated to conduct classroom observations and behavioral events interviews in schools located within the partner district.
- b. The District Office shall coordinate with the respective schools to finalize the observation schedule. Subcommittee members must ensure no disruption of regular classes during the observation.
- c. 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. This memorandum shall serve as **Travel Order**.

VII. 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](mailto:biliran@deped.gov.ph).


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

Enclosure
Annex A. List of Subcommittees

