



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

February 04, 2026

DIVISION MEMORANDUM

No. 060, S. 2026

**CORRIGENDUM TO THE DIVISION MEMORANDUM 052, S. 2026
 HRMSPB SUBCOMMITTEES FOR NEW TEACHER 1**

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. 07 s. 2023 titled "Guidelines on Recruitment, Selection and Appointment in the Department of Education" and Deped Order 21 s.2024 titled "Amendments to the DepEd Order No. 07 s. 2023", the Schools Division of Biliran hereby constitutes the Special Human Resource Merit Promotion and Selection Board (HRMPSB) Subcommittees to oversee and support the implementation of the Teacher 1 Comparative Assessment.

I. Composition of Subcommittees:

Each Subcommittee shall be composed of:
 Chairperson: Public Schools District Supervisor and/or Education Program Supervisor
 Members: Five (5) School Heads and One (1) Administrative Officer II.

Subcommittees for Elementary (For New Teacher 1):

Groups	Assigned Districts During the Actual Comparative Assessment	Groups	Assigned Districts During the Actual Comparative Assessment
Group 1: Chairperson: Elsie A. Tan Members: Alma M. Atibula Robilina G. Rotairo Gabriel Vinegas III Ofelia Pagba Flora Daisy Fabia AO II: Connie Faye Apinarado	Naval	Group 2: Chairperson: Ronico Y. Amistoso Members: Gerardo Dela Cruz Neil T. Pacad Blanchie L. Dela Pena Evelyn Juntilla Jenny Gervacio AO II: Allison Anne Avila	Caibiran

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 Kasang Alang Sa Igebang Biliranon Kasang Ang Booded
 Maw, Sa Cautad, Aduan!

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Group 3: Chairperson: Herman D. Donato Members: Corazon D. Misagal Jasmin Tonacao Rovelyn Quinones Bella Sallentes Nestor Ticoy AO II: Shaira Jede Managaytay	Culaba	Group 4: Chairperson: Jencbel J. Scvillano Members: Randy S. Solamo Maroven Apacible Vivencio Dela Plena Marivis Paano Susano Vinegas AO II: Lutgarda Baliber	Kawayan
Group 5: Chairperson: Exzal J. Padecio Members: Luzviminda A. Flores Miguel Francisco Bibian Bernal Flordeliza Lagariza Arlyn Leanda AO II: Christian Carl Garcia	Cabucgayan	Group 6: Chairperson: Ma. Cristy Lyn G. Meracap Members: Armando M. Laude Amelisa D. Elmundo Joylyn Jampas Angelyn Corto Roderissa Ampong AO II: Mary Ann Butlig	Almeria
Group 7: Chairperson: Caroline Lumagsao Members: Margaret Flores Annaliza Macanas Diane G. Mas Amelou Canonoy Roxan Marilao AO II: Jessa Ranes	Biliran	Group 8: Chairperson: Melba S. Gariando Members: Gerardo C. Paghid Mercy Ann Estacion Liezel Jayubo Leonida Gayrama Elvie Ruizo AO II: Gina Marie Bacay	Maripipi

Subcommittees for Secondary (For Teacher 1):

Math: Chairperson: Rommel Tan Members: Patricio P. Laurito Jr. Thelma Mari Alvin Pamorcan Irish Gayrama Ellen Canonoy AOII: Francis Mark Mesia	MAPEH: Chairperson: Benjamin Medallo Members: Bernstein Calomadre Zea Villamor Albert Mahinay Eugene Ignacio Elpie Leanda AOII: Jay Ann Gilboy	TLE: Chairperson: Francisco Bayon-on Members: Dexter Enage Rowena Gabuya Joel Agang Medalla Palconit Rolly Masibag AOII: Kurt Jason Mendoza
Science: Chairperson: Lutheshane Gutierrez Members: Arnold T. Cerera Jennifer D. Veruen Helen C. Yu Elaine Joy S. Mejia Rachelle Dado AOII: Judy Ann Cadano	Values Education: Chairperson: Grace Durano Members: Arnel C. Gabuya Leonora O. Mission Sally S. Escano Reymund J. Icaín Nora Gadingan AOII: Apple Mesias	Filipino: Chairperson: Henry Jarina Members: Cynthia Borrinaga Ranulfo Rostata Mailyñ Grafil Jane Centino Malou Batuto AOII: Reah Tan



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<p>English: Chairperson: Leizi Avila Members: Loida G. Carreon Claire Bato Jesus Mangco Modesta Olasiman Irene Bunani AOII: Janina Rica Elatico</p>	<p>Araling Panlipunan: Chairperson: Amer Santolorin Members: Jennilyn Astillo Junasis Cajipe Alfie S. Dela Pena Helen Laurito Sona Nunez AOII: Chester Quijano</p>	
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II. Activity Timeline

SCHEDULE OF ETHOR TIMELINES SCHOOL YEAR 2026-2027

Date	Activity	In- Charge	Venue
January 14, 2026	Online Orientation of the New Teacher 1 Applicants on the recruitment process	SDO- HRMPSB Subcommittees	None
January 15- 30, 2026	<p>Online Registration, Submission, and Acceptance of applications from the New Teacher 1 Applicants</p> <p>(The deadline for the Authenticated PRC ID and the Certificate of Rating is extended until February 30, 2026. Submission beyond this date will not be accepted and the status will be marked deferred.</p>	Administrative Officer from District Levels	By District/ By School
<p>March 04, 2026 9:30 AM- 10:30 AM</p> <p>(Simultaneous)</p>	<p>Conduct of Teacher Reflection Evaluation by the Subcommittees</p> <p>(1 hour only)</p>	Subcommittees	

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More. So. Counted. Action!



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March 05- 13, 2026	Conduct of Demonstration Teaching (45 minutes only)	Subcommittees	
March 16, 2026	Submission of Consolidated Reports of the Classroom Observation (COI and NCOI), Teacher Reflection Evaluation, and Demonstration Teaching Ratings	Subcommittees	SDO- Biliran
March 18, 2026	Evaluative Assessment Consolidations Finalization and Confirmation of Points of New Teacher Applicants	- SDO- HRMPSB -Subcommittees	SDO- Biliran
March 25, 2026	Posting of CAR and CAR-RQA for New Teacher Applicants	- SDO- HRMPSB -Subcommittees	SDO- Biliran

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

III. Additional Provisions

1. Pursuant to DepEd Order (DO) No. 007, s. 2023 and DO No. 021, s. 2024, the Schools Division Office (SDO) Human Resource Merit Promotion and Selection Board (HRMPSB) is authorized to create subcommittees to assist in the recruitment, selection, and appointment process. These subcommittees are established to manage the high volume of applications, ensuring a systematic and competency-based assessment.

2. Functions of the Subcommittees:

The subcommittees shall assist in the following:

- A. Initial evaluation of documents, particularly Education, Training, and Experience (ETE);
- B. Conduct evaluation of Classroom Observable Indicators (COI) through Demonstration Teaching;
- C. Administration of Non-Observable Indicators (NCOI) through Teacher Reflection Form (TRF) to streamline the comparative assessment process;
- D. Documentation of results and timely submission to the HRMPSB; and
- E. Feedback giving on relevant issues and concerns to the HRMPSB and Division Office.



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The Behavioral Events Interview (BEI) will be conducted by the SDO HRMSPB.

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 (Demonstration Teaching) and NCOI (TRF) 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.

3. Classroom Observation / Demo Teaching:

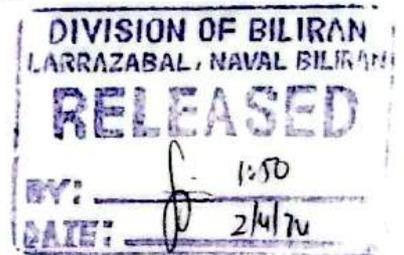
To ensure the effective implementation of classroom observation across districts, the following guidelines are hereby issued:

- A. Members of the subcommittees 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. A total of 45 minutes is allocated for each applicant's Demonstration Teaching
- D. Observers shall use the standard observation tools provided on the DO 07, s. 2023.

4. Administration of the Teacher Reflection Form (TRF):

- A. Use of cellphones is strictly prohibited during the TRF administration to discourage cheating and the use of Artificial Intelligence (AI).
- B. The TRF will be conducted simultaneously on March 4, 2026, from 9:30 AM to 10:30 AM.
- C. One (1) hour is allocated for the completion of the TRF.
- D. Venue:

- Math- Naval National High School
- MAPEH- Naval National High School
- English- Naval School of Fisheries
- Filipino- Naval School of Fisheries
- Science- Naval School of Fisheries
- Values Educ.- Naval School of Fisheries
- AralPan.-Naval Night High School
- TLE- Cabucgayan National School of Arts and Trades





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5. Conduct of the COI (Demonstration Teaching), and NCOI (TRF) beyond the time prescribed in this memorandum results in a lack of authority. In such cases, the subcommittee must formally request the SDO HRMP SB for an extension of time, providing valid and justifiable reasons.

6. To ensure transparency and accuracy, the applicant and all subcommittee members shall properly affix their signatures on the provided report templates summarizing the results of the comparative assessment. Furthermore, the applicant shall be furnished a copy of their individual results. A consolidated report shall be submitted to the Division Monitoring Team within five (5) **working days** after the observation.

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

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.


ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent



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