



Republika ng Pilipinas

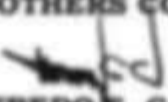
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1168

TO : BHRD, NEAP, AND TECS DIRECTORS
SELECTED REGIONAL DIRECTORS
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : WORKSHOP ON THE UPDATING AND REFINEMENT OF THE ASSESSORS' MANUAL

DATE : 14 June 2024

In relation to the implementation of Executive Order (EO) No. 174, s. 2022, titled 'Establishing the Expanded Career Progression System for Public School Teachers,' the Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHRD-HRDD), has previously conducted series of workshops with the Career Progression-Assessors' Program Technical Working Group (TWG) and other DepEd representatives and key stakeholders, on the consultation, validation, and finalization of the relevant policy guidelines on the Expanded Career Progression (ECP) System for Public School Teachers. In addition, an Assessors' Manual has been developed and curated to serve as guide and reference material for the Human Resource Merit Promotion and Selection Board (HRMPSB) and its sub-committees, who shall function as assessors of teacher competencies during the evaluation of teacher applicants for promotion.

Following these activities and in anticipation for the implementation of the ECP System, an activity titled **Updating and Refinement of the Assessors' Manual** will be conducted on July 2-5, 2024 within Metro Manila (*Note: A separate Advisory on the exact venue shall be issued*).

The activity aims to update and refine the existing draft Assessors' Manual and training guides which shall serve as resource materials for the upcoming Assessors Training, focusing on the deepening of understanding on the demonstration of the indicators under the Philippine Professional Standards of Teachers (PPST), it being the primary assessment measure for the Standards-based ECP System. Specifically, the activity seeks to achieve the following objectives:

- a. review and examine the provisions in the Draft Implementing Rules and Regulations (IRR) of EO 174, DBM-DepEd Joint Circular on the Modified Position Classification and Compensation Scheme and System of Career Progression for Teachers, Qualification Standards (QS), and DepEd Order on the Guidelines on the ECP System to identify areas in the Assessors' Manual that require alignment, updating and refinement;
- b. refine the Assessors' Manual to accurately reflect the objectives and requirements of the Assessors' Program and the Standards-based ECP System outlined in Chapter 1;
- c. evaluate and enhance the tools and procedures detailed in Chapters 2, 3, 4, and 5 of the Manual to effectively assess teacher-applicants' qualifications, compute performance ratings, and evaluate competencies based on the PPST observable and non-observable strands;
- d. finalize the updated Assessors' Manual, ensuring clarity, consistency, and adherence to the ECP policy directions; and
- e. revisit the draft session guides for the Assessors' Training, ensuring alignment with the updated Assessors' Manual.

In this regard, the concerned Heads of Offices, Regional Directors, and/or Schools Division Superintendents are hereby directed to authorize the participation of the Career Progression-Assessors' Program TWG and the selected representatives from the Central Office as listed in Annex A.

The indicative program of activities is attached as Annex B.

Meals and accommodation for the participants shall be provided by BHROD-HRDD. First and last meal provision are Lunch on July 2, 2024 (Tuesday) and PM snack on July 5, 2024 (Friday). Travel expenses will be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Participants may confirm their attendance by June 25, 2024, through this Google Form link: <https://bit.ly/confirmation-AssessorsManual> or scan the QR code below.



For concerns, please contact BHROD-HRDD through Ms. Ruby Chanda J. Crisostomo, with email address: bhrod.hrdd@deped.gov.ph or telephone number: (02) 8470-6630.

For your action.

[HRDD/RC.Crisostomo]

LIST OF PARTICIPANTS

Bureau of Human Resource and Organizational Development -
Human Resource Development Division
Career Progression - Assessors' Program

Updating and Refinement of Assessors' Manual
July 2-5, 2024 | Within Metro Manila

No.	NAME	POSITION	OFFICE CO/RO/SDO
Career Progression-Assessors' Program TWG			
1	Susan Collano	Schools Division Superintendent	SDO Naga City, RO V
2	Sheryll Gayola	Schools Division Superintendent	SDO Pasig City, NCR
3	Carleen Sedilla	Schools Division Superintendent	SDO Quezon City, NCR
4	Mervie Seblon	OTC-Assistant Schools Division Superintendent	SDO Tacurong, RO XI
5	Dinah Bonao	Chief, HRDD	RO I
6	Harvie Villamor	Chief Education Supervisor	RO VIII
7	Mark Anthony Idang	Education Program Supervisor	SDO Laguna, RO IV-A
8	Noemi Baysa	Public Schools District Supervisor	SDO Malabon City, NCR
9	Angelo Uy	Public Schools District Supervisor	SDO Dasmariñas City, RO IV-A
10	Arniel Garque	Public Schools District Supervisor	SDO Guimaras, RO VI
11	Eva Rosales	Administrative Officer V	RO VIII
12	Angelo Unay	Principal II	SDO Imus City, RO IV-A
1 Participant from TECS			
1 Participant from NEAP			
1 participant from Office of the Undersecretary for HROD			
1 participant from BHROD - Office of the Director			
2 participants from BHROD - Personnel Division (PD)			
2 participants from BHROD-Human Resource Development Division (RPMS/RSP Unit)			
5 Program Managers and Secretariat from BHROD-Human Resource Development Division			

INDICATIVE PROGRAM OF ACTIVITIES

Activity Title	Updating and Refinement of Assessors' Manual
Schedule	July 2-5, 2024 (Tuesday to Friday)
Venue	Within Metro Manila
Objectives	This activity aims to: <ol style="list-style-type: none"> review and examine the provisions in the Draft Implementing Rules and Regulations (IRR) of EO 174, DBM-DepEd Joint Circular on the Modified Position Classification and Compensation Scheme and System of Career Progression for Teachers, Qualification Standards (QS), and DepEd Order on the Guidelines on the ECP System to identify areas in the Assessors' Manual that require alignment, updating and refinement; refine the Assessors' Manual to accurately reflect the objectives and requirements of the Assessors' Program (AP) and the Standards-based Career Progression System outlined in Chapter 1; evaluate and enhance the tools and procedures detailed in Chapters 2, 3, 4, and 5 of the Manual to effectively assess teacher-applicants' qualifications, compute performance ratings, and evaluate competencies based on the Philippine Professional Standards for Teachers (PPST) observable and non-observable strands; finalize the updated Assessors' Manual, ensuring clarity, consistency, and adherence to the ECP policy directions and identify ways forward; and revisit the draft session guides for the Assessors' Training, ensuring alignment with the updated Assessors' Manual.

TIME	ACTIVITY
DAY 1: July 2, 2024 (Tuesday)	
AM	Arrival and Registration of the Participants
PM	<p>Opening Program</p> <ul style="list-style-type: none"> Prayer National Anthem House Rules Opening Remarks Welcoming the Participants Expectation Setting <p>Review of DepEd Order on the ECP System and Reclassification Guidelines</p> <ul style="list-style-type: none"> Identification of areas in the Assessors' Manual needing alignment and updating based on draft policy guidelines
DAY 2: July 3, 2024 (Wednesday)	
AM	<p>Group Collaboration: Assessor's Manual Chapter 1, 2 and 3</p> <ul style="list-style-type: none"> Brainstorming and discussion to ensure alignment of the Assessors' Manual with objectives and requirements Evaluation and enhancement of tools and procedures for assessing teacher qualifications and computing performance ratings

PM	<p>Group Collaboration: Assessors' Manual Chapter 4 & 5</p> <ul style="list-style-type: none"> Brainstorming and discussion to refine assessment tools for evaluating classroom and non-classroom observable indicators <p>End-of-Day Wrap-up and Summary</p>
DAY 3: July 4, 2024 (Thursday)	
AM	<p>Recap of Previous Day's Activities and Objectives for Day 3</p> <p>Plenary Session: Finalizing the Assessors' Manual</p> <ul style="list-style-type: none"> Presentation of the updated and refined chapters of the Assessors' Manual and reaching agreements, ensuring clarity, consistency, and adherence to policy guidelines
PM	<p>Group Collaboration: Enhancing of Assessors' Training Session Guides</p> <ul style="list-style-type: none"> Presentation of the Assessors' Training design Guided workshop to revisit, refine, and finalize the Assessors' Training session guides based on the updated Assessors' Manual <p>End-of-Day Wrap-up and Summary</p>
DAY 4: July 5, 2024 (Friday)	
AM	<p>Recap of Previous Day Activities and Objectives for Day 4</p> <p>Plenary Session: Finalizing the Assessors' Training Session Guides</p> <ul style="list-style-type: none"> Presentation of the updated and refined Assessors' Training session guides, critiquing, and reaching agreements
PM	<p>Submission of the Finalized Assessors' Training Session Guides</p> <p>Ways Forward</p> <p>Closing Ceremony</p>

For additional information, please contact:

Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD)

Room 411, 4/F Mabini Building, DepEd Complex
 DepEd Central Office, Meralco Avenue, Pasig City
 bhrod.hrdd@deped.gov.ph or (02) 8470-6630