



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

24 Feb 2025

DIVISION MEMORANDUM
CID No. **067** s. 2025

To: Public Schools District Supervisor (Tboli East District)
School Heads Concerned (Tboli East District)
Administrative Officers (Tboli East District)
Elementary & Secondary Master Teachers (Tboli East District)
All Others Concerned

CONSTITUTING OF TBOLI EAST DISTRICT HRMPSB SUB-COMMITTEE

1. In reference to Division Memorandum OSDS No.07,s.2025 titled Recruitment and Selection Process for Elementary, Junior High School, and Senior High School Teacher I Applicants, the District of Tboli East shall constitute a HRMPSB Municipal Sub-Committee to provide Technical Assistance and up to date information stipulated in DepEd Order No. 007,s. 2023, and to perform functions such as demo-teaching observers and teacher's reflection evaluators at Pandian Elementary School for IP Applicants and Lusok Integrated School on February 25-28, 2025.

2. This initiative aims to:

- a. provide technical assistance and up to date information stipulated in DepEd Order No. 007, s. 2023;
- b. assist teacher-applicants on their needs during the conduct of classroom observable indicators (COI) or demonstration teaching; and
- c. perform functions such as demo-teaching observers and teacher's reflection evaluators/ checkers.

3. Listed below is the List of HRMPSB and Administrative Officers:

OVER-ALL IN -CHARGE / MONITORING TEAM

NAME	DESIGNATION	TASK
CHARITO P.DUHINO	DIVISION MUSIC COORDINATOR	OVER-ALL CHAIRMAN
MARIANNE M.SABOD	PUBLIC SCHOOLS DISTRICT SUPERVISOR	CO -CHAIRPERSON



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

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RUSSEL REALES	HT III	MEMBER
PILAR E.DINGAL	TIC	MEMBER

SUB-COMMITTEE FOR DEMO TEACHING:

ELEMENTARY IP APPLICANTS AT PANDIAN ELEMENTARY SCHOOL

GROUP	NAME	POSITION/ DESIGNATION	TASK
1	RIZA P.MING	PRINCIPAL I	CHAIRPERSON
	GENEYLN D. TINGGAL	MASTER TEACHER I	MEMBER
	HARLEY PONCARDAS	TIII/TIC	MEMBER
2	MARY GRACE S. SABOD	HEAD TEACHER III	CHAIRPERSON
	PILAR E. DINGAL	TIII/TIC	MEMBER
	NANY T. FLANG	TI/TIC	MEMBER
3	GEFFREY POTENCIANO	MASTER TEACHER I	CHAIRPERSON
	JENNIFER PACARDO	MASTER TEACHER I	MEMBER
	ARCELI B.SOLATORIO	TIII/TIC	MEMBER
	ROLDAN UMIPIG	AO II	SECRETARIAT
	MARK JOSEPH HAMBOY	AO II	SECRETARIAT

ELEMENTARY APPLICANTS-NON IP

GROUP	NAME	POSITION/ DESIGNATION	TASK
1	MELODY T.RABOR	PRINCIPAL 1	CHAIRMAN
	ALEX B.SERQUINA	HEAD TEACHER II	MEMBER
	JO-AN R.TANG-O	T-I/TEACHER IN CHARGE	MEMBER
3	Adelaida E. Padilla	MASTER TEACHER I	CHAIRMAN
	ROY T.GONZALES	TIII/TIC	MEMBER
	NILO D.CABANA	TIII/TIC	MEMBER
	Muslima Edsil	AO II	SECRETARIAT
	Larryboy Bioco	AO II	SECRETARIAT



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JUNIOR HIGH SCHOOL

GROUP	NAME	POSITION/ DESIGNATION	TASK
1	NESTOR P. SANTOS JR.	HEAD TEACHER I	CHAIRMAN
	RONALD B. BANTAN	T-I/TIC	MEMBER
	RHIELLY BETH G. COSINA	T-III/TIC	MEMBER
2	JAYNON D. KUNDIANG	HEAD TEACHER I	CHAIRMAN
	MYLENE S. MATULA	T-I/TIC	MEMBER
	JOSE, JR. P. CAGANDE"	T-I/TIC	MEMBER
3	JESSA HOPE L. EDIANON	HEAD TEACHER I	CHAIRMAN
	AMORNIA A. CABANOG	T-I/TIC	MEMBER
	NATHANIEL T. SAPORNO"	T-I/TIC	MEMBER
	JOY NARISMA	AO II	SECRETARIAT
	RONALD NOGALO	AO II	SECRETARIAT
	KRIZZLE BURLAZA	AO II	SECRETARIAT

SENIOR HIGH SCHOOL

GROUP	NAME	POSITION/ DESIGNATION	TASK
1	RUSSEL E. REALES	HEAD TEACHER III	CHAIRMAN
	ILDEFONSO, JR. E. LIBDAN	MASTER TEACHER I	MEMBER
	YZERJEL B. SUMAGAYSAY"	T-I/TIC	MEMBER
2	CHRISTOPHER, JR. D. JUGAR	HEAD TEACHER II	CHAIRMAN
	LANI R. DORMASO	T-III/TIC	MEMBER
	REJI JAVIER	T-III/TIC	MEMBER
	RONNEL PALARAO	AO II	SECRETARIAT
	MELANIE MIANO	AO II	SECRETARIAT



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TEACHER REFLECTION FORM CHECKER

NO.	NAME	POSITION	SCHOOL
1	REJI JAVIER	T-III/TIC	DIATA IS
2	ILDEFONSO LIBDAN, JR.	MASTER TEACHER I	LUSOK IS
3	RIZA P.MING	PRINCIPAL 1	LAMBANGAN IS
4	NESTOR P.SANTOS, JR	HEAD TEACHER I	MAAN NHS
5	YZERGEL SUMAGAYSAY	T-I/TIC	BENGUE IS
6	NATHANIEL SAPORNO	T-I/TIC	LAMDAMAY ES

- For newly appointed Teacher In- Charge in extension schools, you are advised to observed the proceedings of the demonstration teaching.
- Traveling and other incidental expenses incurred during the activity shall be charged against School MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
- For services rendered on Holidays, Saturdays, and Sundays, all personnel concerned are entitled to Service Credits/Compensatory Time-Off (CTO) in accordance with the Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
- For further inquiries and clarifications, all personnel concerned are advised to contact Marianne M. Sabod, PSDS through cellphone no. 09472504479.
- Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

MMS/DM - constituting of tболи east district HRMPSB sub- committee
0000/February 24, 2025



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