



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 16, 2025

DIVISION MEMORANDUM

No. **524** s. 2025

**CONDUCT OF SCHOOL-BASED TRAINING OF TRAINERS ON HUMAN RESOURCE MERIT
PROMOTION AND SELECTION BOARD (HRMPSB) ASSESSORS TRAINING: DEEPENING ON
INITIAL EVALUATION AND PPST ASSESSMENT**

**To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Heads of Public Elementary, Secondary
and Integrated Schools
HRMPSB Sub-Committee in the District
All Others Concerned**

1. In relation with **DIVM NO. 405, S. 2025- "Final Schedule of the Division Memorandum No. 243, s. 2025 titled "Conduct of Human Resource Merit Promotion and Selection Board (HRMPSB) Assessors Training: Deepening on Initial Evaluation and PPST Assessment at the Division Level"**, district offices are highly encouraged to conduct a District-Based Training of Trainers on the said activity.
2. The objective of this activity is to orient the teachers and school leaders on the salient features of the Expanded Career Progression System (ECPS) for teachers and School Heads.
3. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion or any similar factors/personal circumstances that would run counter to the principles of equal opportunity.
4. If the schedule of activity falls on weekend or holiday, participants are entitled to Vacation Service Credits in accordance with DepEd Order No. 13, s. 2024 titled, "Revised Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, School Heads and non-teaching personnel shall be granted with Compensatory Overtime Credits (COC) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 titled "Non-Monetary Remuneration for Overtime Service rendered".
5. Expenses incurred in the conduct of the activity shall be chargeable to MOOE and local funds subject to the usual auditing and accounting rules and regulations.



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6. Immediate dissemination of and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: DIVM NO. 405, S. 2025

To be indicated in the Perpetual Index
under the following subjects:



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