



Republika ng Pilipinas

Department of Education
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 12-08-25
MARKING #: 12246 TIME: 1:36
SIGNATURE: _____

ADVISORY

1 December 2025

This has reference to the issued Memorandum **DM-OUHROD-2025-3315** dated November 24, 2025, on the **Consultation Workshop and Drafting of the Performance Management and Evaluation – Philippine Professional Standards for School Heads (PMES-PPSSH) Tools.**

Please be informed that the aforementioned workshop will be held on December 9 to 12, 2025 (Tuesday to Friday) at **Maxx Hotel Ortigas, Pasig City.**

Attached along with this advisory is the participant note which will provide you with important details relevant to the workshop.

For administrative questions or concerns, kindly contact BHROD-HRDD through Ms. Andria C. Dimaranan or Ms. Marikka P. Mampusti at telephone no. (02) 8740-6630 or email at bhrod.hrdd@deped.gov.ph

For information and appropriate action.

E-signed by
Wilfredo Cabral
12/8/2025, 7:31:45 AM
WILFREDO E. CABRAL
Undersecretary

Human Resource and Organizational Development and Infrastructure

[HRDD PMES-PPSH/Dimaranan]



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
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PARTICIPANT GUIDE

CONSULTATION WORKSHOP AND DRAFTING OF THE PMES-PPSH TOOLS

December 9 to 12, 2025
Maxx Hotel Ortigas, Pasig City, Philippines

Dear Participants,

In line with the upcoming **Consultation Workshop and Drafting of the PMES-PPSSH Tools** scheduled for **December 9–12, 2025 (Tuesday to Friday)**, please be guided by the following administrative and logistical reminders for the activity.

If you have not yet confirmed your attendance, we kindly request that you accomplish the registration form through the following link: https://bit.ly/ConsultationWS_PMESPSSH. Your response will help us capture your arrival and departure details and assist us in finalizing the necessary arrangements.

SCHEDULE OF ACTIVITIES

The opening program will begin at 8:00 a.m. on December 10, 2025 (Wednesday) and will conclude on December 12, 2025, right before lunch time.

TIME	ACTIVITY
December 9, 2025 (Tuesday)	
12:00 NN – 2:00 PM	Lunch Registration Billeting of Participants
2:00 – 2:30 PM	Preliminaries and Getting to Know Activity
2:30 – 3:00 PM	Expectation-Settings Activity
3:00 – 4:45 PM	Charting Our Course: <ul style="list-style-type: none">Direction and Context-Setting on PMES-PPSSHUnderstanding the PPSSH: Standards and Key Domains
4:45 – 5:00 PM	Reminders
December 10, 2025 (Wednesday)	
8:00 – 8:30 AM	Preliminaries
8:30 – 10:00 AM	Workshop #1: <i>Harmonization and Embedding of PPSSH in the PMES</i>
10:00 – 10:15 AM	<i>Break</i>
10:15 AM – 12:00 NN	Workshop #2:

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	<i>Mapping Out PPSSH Indicators</i>
12:00 NN – 1:30 PM	<i>Lunch</i>
1:30 – 3:00 PM	Plenary Discussion: <i>Presentation of Mapped Out PPSSH Indicators</i>
3:00 – 3:15 PM	<i>Break</i>
3:15 – 5:00 PM	Plenary Discussion: <i>Presentation of Mapped Out PPSSH Indicators</i>
December 11, 2025 (Thursday)	
8:00 – 8:30 AM	<i>Preliminaries</i>
8:30 – 9:45 AM	Writershop #1: <i>Drafting of the PMES-PPSSH Tools</i>
9:45 – 10:00 AM	<i>Break</i>
10:00 – 12:00 NN	Continuation of Writershop #1: <i>Drafting of the PMES-PPSSH Tools</i>
12:00 NN – 1:30 PM	<i>Lunch</i>
1:30 – 3:00 PM	Plenary Discussion: <i>Presentation of Writershop #1 Outputs</i>
3:00 – 3:15 PM	<i>Break</i>
3:15 – 5:00 PM	Plenary Discussion: <i>Continuous Presentation of Writershop #1 Outputs</i>
December 12, 2025 (Friday)	
8:00 – 8:30 AM	<i>Preliminaries</i>
8:30 – 11:00 AM	Plenary Discussion: <i>Continuous Presentation of Writershop #1 Outputs</i>
11:00 AM – 12:00 NN	Lunch Check Out Reminders

ACCOMMODATION

Check in and Check out:

- Check in time starts at **2:00 p.m. on December 9, 2025**. For early arrivals, room access will depend on room availability.
- Check out on **December 12, 2025, at 12:00 noon**. No extension shall be allowed other than the prescribed schedule.

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Room Assignment:

- Your room assignment will be provided upon your arrival. Please seek assistance from the hotel's front desk.

Meals:

- The first meal to be served will be **lunch on December 9, 2025** (Tuesday); and
- The last meal to be served will be **lunch on December 12, 2025** (Friday).
- If you have any **dietary restrictions or food allergies**, please indicate them in the registration form so that appropriate meal arrangements can be made.

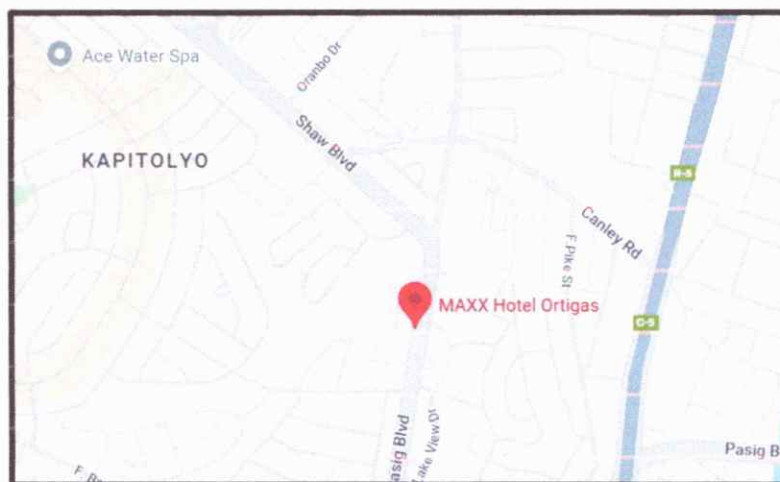
Attire:

The recommended attire is **business casual** for all sessions.

LOGISTICS

Venue: Maxx Hotel Ortigas, Pasig City, Philippines

Exact Address: 169 Pasig Blvd, Pasig, 1630 Metro Manila



Transportation

• **By public transportation:**

1. **MRT/Train.** Take **MRT Line 3** and alight at **Shaw Station**. From there, ride a jeepney or UV Express bound for **Pasig Palengke**. You may get off at **Maxx Hotel** along **Pasig Boulevard**.
2. **Jeepney.** Look for jeepneys going to Shaw Boulevard/Pasig Palengke and alight at Maxx Hotel along Pasig Boulevard.

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Landmark: **Lumiere Residences**, Pasig Boulevard

- **By Private vehicle/taxi/ride hailing apps:**
Input "Maxx Hotel Ortigas, Pasig City" into your navigation app (Waze or Google Maps) as your destination or drop-off point.

PRE-WORK AND MATERIALS TO BRING

Pre-Work:

Please review the following document thoroughly:

DepEd Order No. 024, s. 2020 – National Adoption and Implementation of the Philippine Professional Standards for School Heads available at:

https://www.deped.gov.ph/wp-content/uploads/2020/09/DO_s2020_024-.pdf

Materials to Bring:

Workshop participants are advised to bring the following:

- Laptop and charger. Participants are highly encouraged to bring their work or personal laptops for use during the workshop.
- Extension cords. Kindly bring your own extension cord to ensure continuous access to power outlets.
- Personal mobile hotspot (optional). Internet connection will be provided at the venue, but you may bring your own mobile hotspot as a backup.

REIMBURSEMENT OF TRAVELING EXPENSES

Travel

- Travel expenses for all participants shall be charged to BHROD-HRDD GASS funds (AC-25-BHROD-HRDD-GASS-2-010).
- For all participants, please secure the following:
 - **Signed Travel Authority** indicating the inclusive travel dates (e.g., December 9–12, 2025).
 - **Official travel receipts**, such as bus tickets, Grab/inDrive e-receipts, and other relevant documents.
- For participants traveling by air, please also safekeep the following:

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- Your original and printed boarding pass (ensure you have completed online check-in prior to your flight).
- The online boarding pass from MNL to your home region, which will be submitted to the PMT.
- For non-DepEd participants, kindly submit your signed Invitation Letter (with conforme at the bottom part).

CONTACT DETAILS

For logistical concerns, please coordinate with **Ms. Marikka P. Mampusti** or **Ms. Andria C. Dimaranan** via email at marikka.mampusti@deped.gov.ph / andria.dimaranan@deped.gov.ph or Viber at 0956-250-6092/0939-052-3320.

Thank you and see you all!

- **BHROD-HRDD/PMES-PPSSH Unit**

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