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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

SCHOOL-BASED LEARNING SESSION FOR RATERS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Relative to the implementation of the Performance Management Evaluation System (PMES) for SY 2025–2026, and in line with the major deliverables of our Rater Campers, all schools are directed to conduct a simultaneous **1-Day School-Based Learning Session for Raters on either November 25 or 26, 2025.**

2. This activity aims to ensure that all designated raters are fully equipped with the necessary knowledge, skills, and updated guidelines essential for effectively carrying out their roles in the PMES cycle. The session will also provide a unified orientation on performance standards, rating processes, and other key components of classroom observation as per the recently conducted *Division Raters Camp*.

3. All School Heads, Master Teachers, and Head tTeachers are the expected participants. To monitor and ensure active participation and engagement, all School Heads, through their school L&D coordinators, are directed to encode the list of all the raters (SHs, MTs, & HTs) in their respective schools in the link below:

<https://tinyurl.com/RatersLearningSession2025>

4. Attached are **Enclosure 1: Official List of Division and School Facilitators and Enclosure 2: Training Matrix**, for reference.


5. The Division Monitoring Team is composed of Public Schools District Supervisors and Senior Education Program Specialists from the Human Resource Development and School Monitoring and Evaluation Sections.

6. Expenses relative to the conduct of this learning session shall be charged against school MOOE or local fund, subject to the existing accounting and auditing rules and regulations.



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7. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS PERSONNEL PROGRAM ACTIVITIES

IMR/LearningSessionforRaters
489 November 18, 2025

Enclosure 1: Official List of Division and School Facilitators per School

Name	In-house Facilitator/s	Invited Facilitator/s
Alabang ES	Ms. Maribel Sulse Mr. Ronnie Macaraeg	Ms. Juliet Jajalla
Bayanan ES	-	Dr. Ma. Myra A. Namit Mr. Arsenio S. Medenilla
Bayanan ES Unit 1	Ms. Marinel D. Buted	Ms. Maricel Lumio
Buli ES	-	Dr. Evangeline A. Aman Ms. Zyra A. Trimidal
Putatan ES	Ms. Catherine V. Santos Ms. Hazel Amor Lorraine Lelis	
Soldiers' Hills ES	Ms. Merla L. Caserial	Mr. John Eric Musni
Tunasan ES	Ms. Girlie E. Campos Mr. Jessie B. Arroyo Mr. Raymond Chioco Regino	
Itaas ES	Ms. Ma. Hazel Hernandez Ms. Jonalyn Dungca	
Muntinlupa ES	Mr. John Eric Musni Mr. Norlito Argante Ms. Efileda M. Enerlas Ms. Carmelita D. Razon	
Poblacion ES	Mr. Antonio Palmero Mr. Robert Ramadan Ms. Rebecca Kondo Ms. Aurea Gascon	
F. De Mesa ES	Ms. Shiela Marie C. Acebes Ms. Cherry May P. Fuentes	
Victoria Homes ES	Ms. Jecelyn S. Salmon Ms. Maria Lina E. Bote	
Cupang ES	Mr. Dennis B. Romano Ms. Cristine Victoria	
Sucacat ES	Mr. Jun Cabantong Mr. Erwin Morris	
<i>Clustered Sessions</i>	Mr. Arsenio S. Medenilla	
Bagong Silang ES	Ms. Zyra A. Trimidal	
Filinvest Alabang ES	Ms. Juliet Jajalla	
Cupang ES-Annex	Ms. Ginazel G. Beaulieu	
Sucacat Sitio Pagkakaisa (Z3 & Z4)	Ms. Maricel Lumio	
Lakeview Integrated School	Ms. Mary Jean Dalugdug Ms. Gemini Guevarra	
	Mr. Edward Montojo Ms. Salome J. Perez Ms. Rea D. Estiller Ms. Redalyn Sierra Ms. Carol C. Monroid	

Tunasan National HS		Dr. Eric F. Fungo Ms. Daisy C. delos Santos
Poblacion National HS	Ms. Kevin Darwin C. Balayan Ms. Melanie D. Saplagio	
Pedro E. Diaz HS	Ms. Ranah Jill Q. Benzulano Mr. Paul G. Aguilar Ms. Catherine G. Galan	
Muntinlupa National HS	Ms. Daisy delos Santos Ms. Nelia A. Abejar Ms. Eufracia V. Magahis Ms. Merie Ann DG Cabanting Ms. Raquel C. Bernal	
Muntinlupa Science HS	M. Gemma F. Jereza Ms. Peachy Ann M. Malacaman Ms. Maria Caroline B. Dela Cruz	
<i>Clustered Sessions</i>	Ms. Evelyn Chavez Mr. Sherwin Lomeda	
Muntinlupa Business HS	Mr. Rolando R. Rembojo Ms. Maria Elena B. Araja	
Muntinlupa Business HS -Sucat Annex Sucat Senior HS	Ms. Abigail M. De Lios Mr. Alcer Kenn S. Rongavilla	
Cupang Senior HS	Mr. Jason B. Alvaro	

Enclosure 2: Training Matrix

Time	Topic	Resource Speaker
7:45-8:00 AM	Opening Program	
8:00-8:30 AM	Revisiting PPST (<i>Understanding PPST-based Career Progression, Slides 1-16 only</i>)	
8:30-10:30 AM	Domain 1: Content Knowledge and Pedagogy	Trained Facilitator
10:30-12:00 AM	Deepening of Understanding of the Classroom Observation Process	Trainer Facilitator
12:00-1:00 PM	Lunch Time	
1:00-4:00 PM	Demonstration Teaching & Application of Practice	Trainer Facilitator
4:00-4:30 PM	Session Synthesis & Ways Forward	