



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

February 25, 2025

DIVISION MEMORANDUM

OSDS No. 024, s. 2025

**DIVISION ASSESSORS' TRAINING AND DEEPENING ON CLASSROOM
OBSERVATION AND PORTFOLIO ASSESSMENT**

To: **Assistant Schools Division Superintendent**
CID and SGOD Chief Education Supervisors
School Heads
All Others Concerned
This Division

1. In anticipation for the implementation of the Expanded Career Progression (ECP) System for Teachers, the Schools Division Office of Tacurong City through the Human Resources Merit Promotion and Selection Board (HRMPSB) shall conduct the Division Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment on March 18 – 21, 2025 within Tacurong City.
2. At the end of the training, the participants are expected to:
 - 2.1 discuss the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors, and
 - 2.2 apply the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview
3. Refer to the following Enclosures for further details:

Enclosure No. 1: Program Management Team and Division Trainers
Enclosure No. 2: List of Participants
Enclosure No. 3: Program Matrix
4. This is a live out training and the expenses for food and supplies shall be charged to the SDO MOOE/local funds while travelling and other incidental expenses of the participants shall be charged to their respective MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance and compliance.


GILBO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated
References: RM HRDD-2024-074



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Allotment:

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

POLICY
TRAINING

GBB/OSDS/DM/ DIVISION ASSESSORS' TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND
PORTFOLIO ASSESSMENT/February 25, 2025



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Enclosure No. 1 to DM OSDS No. 024, s. 2025

Program Management Team and Division Trainers

No.	Name	Position/Designation	Station
1	Gildo G. Mosqueda	SDS	SDO
2	Gilbert B. Barrera	OIC – ASDS/Trainer	SDO
3	Arlene Rosa G. Arquize	CID Chief/Trainer	SDO
4	Randy E. Porras	EPS/Trainer	SDO
5	Zenaida B. Porras	AO V/Trainer	SDO
6	Neil Christian P. Pedregosa	ADA III/Secretariat	SDO
7	Cesar Q. Antolin	School Principal I/Trainer	Virginia F. Griño NHS
8	Wendy Lynn G. Conejar	School Principal I/Trainer	San Emmanuel ES



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Enclosure No. 2 to DM OSDS No. 024, s. 2025

List of Participants

No.	Name	Position/ Designation	School/ Station
1	MEMVIE LEGARDA ALESNA	School Principal III / Cluster Head	Amado Fernandez Sr. Central School
2	ROY ELAGAN SOBERANO	HT-I / Asst. to the School Principal	
3	ROLIBECCA CATALUÑA CRUZ	HT-II / Asst. to the School Principal	Pedregosa - Acosta Elementary School
4	TEOFILA POLIDO EROLPAN	School Principal I	Tina Elementary School
5	MARGIE COBRADO NARCILLA	School Principal I	Casilda P. Venus Elementary School
6	ANABEL DELIA BESONA	School Principal I	San Rafael Elementary School
7	RODOLFO MERCEDES AGON	School Principal I	Victorina P. Dasmariñas Elementary School
8	MA. BELLA ABA VICTORIO	School Principal I	New Isabela Central Elementary School
9	MARY LEE DARRAS ECONG	HT-II / Asst. to the School Principal	
10	REGINA ORDOYO BARON	School Principal I	Kalandagan Elementary School
11	DIOMAR COBRADO NARCILLA	HT-I / Asst. to the School Principal	
12	GLENDA ROSE GOCE YASIN	School Principal I	J. Hector Lacson Elementary School
13	JOHN GIL LIMOGMOG PAMPOSA	HT-II / Asst. to the School Principal	
14	SAMSON MENDOZA TALLODAR	School Principal I	Maria Z. Bayya Elementary School
15	RICHARD BANTILLAN ALCOS	HT-II / Asst. to the School Principal	
16	CHARLIE GALBAROLI BRAGA	School Principal II / Cluster Head	Maria A. Montilla Memorial Elementary School
17	NEIL DUYAG CASADOR	HT-I / Asst. to the School Principal	
18	WILFREDO MARAÑAN PRADO	School Principal I	Dr. Manuel J. Griño Memorial Central School
19	JACKIE ABUYON OCHINANG	HT-III / Asst. to the School Principal	
20	MARY GRACE GOCE HILARION	School Principal I	Buenaflor Elementary School
21	MELANIE BALLERA DELOS SANTOS	School Principal I	New Lagao Elementary School



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22	RONALD ARENGA PELITRO	Asst. School Principal II	Abang - Suizo Integrated School
23	JOEBERT ALVARADO BACONAJE	HT-II / Asst. to the School Principal	
24	CRISTINA PEDROLA GAURANA	School Principal I	San Antonio Elementary School
25	JEANILYN CAUTIVAR BATCHAR	School Principal III/ Cluster Head	Josue Alcasid Central Elementary School
26	JURENCE PENDON NAVARRO	HT-II / Asst. to the School Principal	
27	FAITH CORDOVA SOMCIO	School Principal I	Jose V. Lagon Sr Elementary School
28	GEORGINA BAQUILLOS BATADLAN	HT-I / Asst. to the School Principal	
29	HAZEL FORMACION MELENDRES	School Principal I	Rajah Muda Elementary School
30	JOSELITO BALLERAS PILOTOS	School Principal I	Rajah Muda Elementary School-BEAM
31	MAX MICHAEL LUCERO PADILLO	School Principal I	Lancheta-Magallon Elementary School
32	MA. ELVA PRAIRE BELGIRA	School Principal I	Elisa P. Bernardo Memorial Elementary School
33	NANCY DELMO CASTRO	School Principal I	Elisa P. Bernardo Memorial Elementary School-BEAM
34	ROMULO CARIGABA VENTURA JR.	MT-II- OIC School Principal	Lourdes Pama Elementary School
35	MA. MERESA FESTIN BACEA	School Principal II/ Cluster Head	Tacurong Pilot Elementary School
36	FLORO ANTONIO BELANO	HT-I / Asst. to the School Principal	
37	MA. TERESA HERRADURA RUZ	Asst. School Principal II	Apolinario S. Bernardo Memorial National High School
38	MILA FERNANDEZ ANCHETA	School Principal I	Rajah Muda National High School
39	DENNIS BALDERAS RUBIN	MT-I / Asst. to the School Principal	
40	RAMELYN VELARDE USMAN	School Principal II	San Emmanuel National High School
41	ELSA LAMANOSA ABID	SP-I / Asst. to the School Principal	
42	MARTIN INDICO DIAZ	School Principal II	Tacurong National High School
43	ESTER MORENO EULLARAN	Asst. School Principal II	



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44	DANNY LAPATING DAGA-AS	T-III / Asst. to the School Principal (JHS)	
45	RONALD DULAOGON DELA PEÑA	MT-III / Asst. to the School Principal (SHS)	
46	JEROME COCOBA SILAYRO	T-III / Asst. to the School Principal	
47	PERLA AMORA LLOREN	MT-II / Asst. to the School Principal (Acad)	
48	PAMELA CERNOL JAMIAS	MT-II / Asst. to the School Principal (SHS)	
49	RIZA PEÑALOZA VELASCO	T-III- OIC School Principal	Upper Katungal National High School
50	MA. TERESITA HINGCO ESCOBIA	School Principal II	San Pablo National High School
51	CLARIZA CALLO SATORRE	MT-II / Asst. to the School Principal	
52	LLOYD ALBARIDA DALAYAP	MT-I / HRMPSB Member	Virginia F. Griño Memorial National High School
53	GLENDA PELITRO ORCINADOO	AO-IV / HRMPSB Member	SDO - OSDS
54	ALMA SAMSON GAMBOA	ADAS-III/ HRMPSB Secretariat	SDO - OSDS
55	ELLEN ROSE LEGASPI BADE	ADAS-III/ HRMPSB Secretariat	SDO - OSDS
56	RONA N. TACOT	EDUCATION PROG. SUPERVISOR	SDO - CID
57	FRANK T. NAWAL, JR.	EDUCATION PROG. SUPERVISOR	SDO - CID
58	MARY ANN C. UMADHAY	EDUCATION PROG. SUPERVISOR	SDO - CID
59	JOSEPH R. PILOTOS	EDUCATION PROG. SUPERVISOR	SDO - CID
60	IVY P. LAMINTAO	EDUCATION PROG. SUPERVISOR	SDO - CID
61	AGNES G. MUYCO	EDUCATION PROG. SUPERVISOR	SDO - CID
62	JULIUS D. CELETARIA	EDUCATION PROG. SUPERVISOR	SDO - CID
63	RONA BRED	EDUCATION PROG. SUPERVISOR	SDO - CID
64	BERNARD F. ANTOLO	EDUCATION PROG. SUPERVISOR	SDO - CID
65	MAYFLOR D. ROMUALDO	CHIEF EDUCATION SUPERVISOR/HRMPSB Member	SDO - SGOD



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66	ERNIE P. PAMA	EDUCATION PROGRAM SUPERVISOR I	SDO - SGOD
67	MOHANI A. PAGUITAL	SENIOR EDUCATION PROGRAM SPECIALIST	SDO - SGOD
68	MA. DIANNE JOY R. DELA FUENTE	SENIOR EDUCATION PROGRAM SPECIALIST	SDO - SGOD
69	GLADYS PASOL VIOLA	MASTER TEACHER-II	Tacurong Pilot Elementary School
70	BRILLIN ARADANAS ADALIN	MASTER TEACHER-II	Kalandagan Elementary School
71	JOCELYN RENDON HAGORILES	MASTER TEACHER-II	Abang - Suizo Integrated School
72	SHEILA MARIE NAWAL PAJELA	MASTER TEACHER-II	Amado Fernandez Sr. Central School



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Enclosure No. 3 to Division Memorandum No. 024, s. 2025

Program Matrix

Date and Time	Activity	Person(s) Responsible/Resource Speaker
March 18, 2025		
11:00 a.m. – 1:00 p.m.	Arrival and Registration of Participants	Program Management Team (PMT)
1:01 p.m. to 1:45 p.m.	Opening Program	
	<ul style="list-style-type: none"> Preliminaries 	Secretariat
	<ul style="list-style-type: none"> Acknowledgement of Participants 	Arlene Rosa G. Arquiza Chief, CID
	<ul style="list-style-type: none"> Opening Remarks 	Gilbert B. Barrera OIC – Assistant Schools Division Superintendent
	<ul style="list-style-type: none"> Rationale of the Activity 	Zenaida B. Porras AO V, Admin Head
	<ul style="list-style-type: none"> Message 	Gildo G. Mosqueda School Division Superintendent
	<ul style="list-style-type: none"> Orientation and Training Protocols 	Randy E. Porras EPS, CID
		Wendy Lyn G. Conejar School Principal I
	Emcees	Cesar Q. Antolin School Principal I



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Date and Time	Activity	Person(s) Responsible/Resource Speaker
1:46 p.m. – 2:45 p.m.	Session 1: Quality Teacher Towards Quality Teaching: Approaches to Holistic Metamorphosis	Gilbert B. Barrera OIC – Assistant Schools Division Superintendent
2:46 p.m. – 3:00 p.m.	Uninterrupted Health Break	
3:01 p.m. – 4:00 p.m.	Session 2: Overview of the Expanded Career Progression Policy (Executive Order 174)	Gilbert B. Barrera OIC – Assistant Schools Division Superintendent
4:01 p.m. – 5:15 p.m.	Session 3a: Procedures and Requirement for Reclassification	Gilbert B. Barrera OIC – Assistant Schools Division Superintendent
5:16 p.m. – 5:30 p.m.	Clearing House	PMT
5:31 p.m. – 5:45 p.m.	Debriefing	PMT
March 19, 2025		
7:45 a.m. – 8:00 a.m.	Management of Learning (MOL) and Clearing House	PMT
8:01 a.m. – 10:00 a.m.	Session 3b: Qualification Standards and Performance Requirements <ul style="list-style-type: none"> • Workshop 1: Identifying the QS • Workshop 2: Initial Evaluation of QS and Accomplishment of RFTP Parts I and II • Workshop 3: Assessing Performance Requirements 	Zenaida B. Porras AO V, Admin Head
10:01 a.m. – 10:15 a.m.	Uninterrupted Health Break	
10:16 a.m. – 12:15 p.m.	Session 4: Assessing Education, Training, and Experience (ETE), and Computing Points for Performance <ul style="list-style-type: none"> • Workshop 1a: Simulation of ETE and Performance Computation using Sample Application Documents • Workshop 1b: Processing 	Zenaida B. Porras AO V, Admin Head



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Date and Time	Activity	Person(s) Responsible/Resource Speaker
12:16 p.m. – 1:15 p.m.	Lunch Break	
1:16 p.m. – 2:45 p.m.	Session 5: Overview of the PPST and Its Indicators (COI and NCOI)	Arlene Rosa G. Arguiza Chief, CID
2:46 p.m. – 3:00 p.m.	Uninterrupted Health Break	Arlene Rosa G. Arguiza Chief, CID
3:01 p.m. – 5:00 p.m.	Session 6: Assessing the Demonstration of Classroom Observable Indicators (COIs) <ul style="list-style-type: none"> Workshop 2a: Simulation of Classroom Observation Workshop 2b: Processing Workshop 2c: Accomplishment of RFTP COI Portion 	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
5:01 p.m. – 5:15 p.m.	Clearing House	PMT
5:16 p.m. – 5:30 p.m.	Debriefing	PMT
March 20, 2025		
7:45 a.m. – 8:00 a.m.	Management of Learning (MOL) and Clearing House	PMT
8:01 a.m. – 10:00 a.m.	Continuation of Session 6	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
10:01 a.m. – 10:15 a.m.	Uninterrupted Health Break	



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Date and Time	Activity	Person(s) Responsible/Resource Speaker
10:16 a.m. – 12:00 p.m.	Session 7: Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOIs) <ul style="list-style-type: none"> • Workshop 7a: Simulation of NCOI Evaluation • Workshop 7b: Processing • Workshop 7c: Accomplishment of RFTP NCOI Portion 	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 3:00 p.m.	Continuation of Session 7	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
3:01 p.m. – 3:15 p.m.	Uninterrupted Health Break	
3:16 p.m. – 5:00 p.m.	Session 8: Behavioral Events Interview (BEI)	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
5:01 p.m. – 5:15 p.m.	Clearing House	PMT
5:16 p.m. – 5:30 p.m.	Debriefing	PMT



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Date and Time	Activity	Person(s) Responsible/Resource Speaker
March 21, 2025		
7:45 a.m. – 8:00 a.m.	Management of Learning (MOL) and Clearing House	PMT
8:01 a.m. – 10:00 a.m.	Session 8: Behavioral Events Interview (BEI) <ul style="list-style-type: none">• Workshop 8a: Scenario-based Workshop on BEI• Workshop 8b: Processing	Randy E. Porras EPS, CID Wendy Lyn G. Conejar School Principal I Cesar Q. Antolin School Principal I
10:01 a.m. – 10:15 a.m.	Uninterrupted Health Break	
10:16 a.m. – 10:45 a.m.	Clearing House	PMT
10:66 a.m. – 12:00 a.m.	Closing Program	
	• Giving of Impressions and Reflections	
	• Pledge of Commitment	
	• Message	
	• Awarding of Certificates and Photo Opportunity	
	• Closing Remarks	
	• Closing Prayer	



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