



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

April 10, 2025

DIVISION MEMORANDUM

OSDS No. 048, s. 2025

**CREATION OF SUB-COMMITTEES FOR THE CONDUCT OF CLASSROOM
OBSERVATION (COIs ASSESSMENT), AND PORTFOLIO ASSESSMENT
AND BEHAVIORAL EVENT INTERVIEW (NCOIs ASSESSMENT) IN
THE RECRUITMENT, SELECTION, AND PROMOTION
TO HIGHER TEACHING POSITIONS**

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
HRMPSB Members
Cluster Heads
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. The Schools Division Office of Tacurong City, through its Human Resource Merit Promotion and Selection Board (HRMPSB), creates and designates Sub-committees that shall be responsible for conducting Classroom Observation (COIs Assessment), and Portfolio Assessment and Behavioral Event Interview (NCOIs Assessment) in various clusters.

2. The composition of the Sub-committees are the following:

Central Cluster

Chairperson: Ma. Meresa F. Bacea
Members:
1. Floro A. Belano
2. Gladys P. Viola
Alternate: John Gil L. Pamposa

North Cluster

Chairperson: Charlie G. Braga
Members:
1. Ronald A. Pelitro
2. Melanie B. delos Santos
Alternate: Jackie A. Ochintang

East Cluster

Chairperson: Memvie L. Alesna
Members:
1. Wendy Lyn G. Conejar
2. Rodolfo M. Agon
Alternate: Teofila P. Erolpan

West Cluster

Chairperson: Samson M. Tallodar
Members:
1. Ma. Bella A. Victorio
2. Glenda Rose G. Yasin
Alternate: Richard B. Alcos

South Cluster

Chairperson: Jeanilyn C. Batchar
Members:
1. Faith C. Somcio
2. Hazel F. Melendres

JHS/SHS

Chairperson: Ma. Teresita H. Escobia
Members:
1. Cesar Q. Antolin
2. Ramelyn V. Usman



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Alternate: Romulo C. Ventura

Alternate: Martin I. Diaz

The Alternate shall serve as a member of the Sub-committee when any regular member is unavailable.

3. The Sub-committees shall ensure that all the steps and protocols in the conduct of Classroom Observation, Portfolio Assessment and Behavioral Event Interview as outlined in DepEd Order No. 020, s. 2024 (Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Position) are judiciously followed.

• **Classroom Observation**

General Guidelines:

- i. The designation of sub-committees for the conduct of classroom observation shall take into consideration their understanding and knowledge of the PPST COIs, the recruitment and selection process, and the specific protocols on the conduct of classroom observations. They shall be comprised of trained COT assessors/observers with expertise on the learning areas/subject specialization being observed (e.g. Master Teachers in higher ranks than the position to be filled, Head Teachers, School Heads, Public School District Supervisors, Education Program Specialists/Supervisors).
- ii. There shall be two (2) to three (3) observers who will conduct the classroom observation. Observers must not related to the applicant within the third degree of consanguinity or affinity.
- iii. Classroom observations shall be done in an actual classroom setting with learners,
- iv. In the event when an in-person/face-to-face conduct of the classroom observation is not feasible, the conduct of an online observation may be allowed, provided that the classroom observation protocols are observed.

Pre-Observation:

- i. The applicant shall submit a copy of their lesson plan and instructional materials based on the identified indicators for the position applied for, for review and reference of the observers.
- ii. The sub-committee/observers shall discuss and agree on the appropriate indicator under Domain 3 should be used for assessment of each applicant based on their specific classroom context.
- iii. The observers shall review the COT Rubric and the forms to be accomplished (i.e., Observation Notes Form, Rating Sheet, and Inter-Observer Agreement Form) prior to the actual conduct of the classroom observation.
- iv. The observers shall review and familiarize themselves with the lesson plan prepared by the applicant.



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Actual observation:

- i. The applicants shall be observed for the entire class period in reference to the submitted lesson plan.
- ii. Only the Observation Notes Form shall be brought and accomplished by the observers during the actual observation. The observers shall record in the Observation Notes Form their comments and observations on the applicant's performance.

Post observation:

- i. The Rating Sheet shall be accomplished individually by each observer after the actual observation. *(Note: Only the teaching demonstration shall be rated. The lesson plan and instructional materials submitted to the observers shall only serve as reference.)*
- ii. Observers shall put on record under "Other Comments" of the Rating Sheet and Inter-Observer Agreement Form when the applicant's demonstration of any COI falls below the desired rating of 5 for Teacher II and III; 6 for Teacher IV-VII; 7 for Master Teacher I and II; 8 for Master Teacher III to V.
- iii. Only the subject specialist/s shall rate Indicator 1.
- iv. An Inter-Observer Agreement Exercise shall be done, whereby all observers discuss their reasons for the rating in each indicator. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings, but a rating based on their **reasoned and consensual judgment**.

• **Portfolio Assessment and Behavioral Event Interview**

General Guidelines:

- i. The designation of sub-committee/s for the assessment of NCOIs shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols for PAF assessment and interview, and the recruitment and selection process. Furthermore, sub-committee/s shall include subject matter experts on the specialization of the position to be filled.
- ii. There shall be two (2) to three (3) assessors who will assess the applicant's demonstration of NCOIs through PAF and BEI. The assessors must not be related to the applicant within the third degree of consanguinity and affinity.
- iii. Applicants shall accomplish the PAF and undergo the BEI on the scheduled day of assessment.
- iv. Assessors shall individually rate the applicant's responses to the PAF and BEI using the Rubrics for the Demonstration of NCOIs.
- v. An Inter-Assessor Agreement shall be done whereby all assessors discuss their reasons for the rating. In case of different ratings, the observers shall come up with a final rating, which is **NOT** an average of their individual ratings but a rating based on their **reasoned and consensual judgment**.



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Portfolio Assessment:

- i. The HRMPSB shall identify a designated location, preferably a room, for applicants to accomplish the PAF. A proctor shall be assigned to discuss the instructions and oversee the process.
- ii. The PAF shall be accomplished on the spot. The submitted portfolio containing the applicant's MOVs shall be the basis of their annotations. The corresponding NCOIs in the applicant's present career stage shall be used.
- iii. The applicant shall be given at most two (2) hours to accomplish the complete set of the PAF.
- iv. In the event when an in-person/face-to-face conduct of the assessment of the demonstration of NCOI is not feasible, the applicant may accomplish the PAF online, provided that the following protocols are applied.
 - Applicants shall be scheduled for an online platform meeting (Zoom, Google Meet, etc.)
 - All applicants shall be required to keep their video/camera turned on at all times to allow the proctor to monitor the accomplishment of the PAF.
 - The PAF may be distributed through email. Applicants may submit the accomplished PAF to a designated email address.
 - The PAF may likewise be administered using online forms such as Google Form for easier collection and organization of answers; provided that the security and confidentiality of the applicants' answers are ensured and protected. When using Google Form, the 'Locked Mode' shall be enabled to prevent the applicants from opening tabs or other applications while accomplishing the PAF.
 - The PAF may also be administered using individual word processing applications prepared for each applicant. Links to the individual document shall be managed and sent individually to applicants. Download, print, and copy options shall be disabled to keep document confidentiality.
- v. Using the Rating Sheet for Portfolio Annotation, assessors shall indicate the rating attained by the applicant for each of the NCOIs in the 'Rating' column, and shall use the portion 'Other Remarks' to write down statement/s that support the given rating.

Interview:

- i. The conduct of the interview shall follow the procedures and protocols indicated in the RSPI Handbook Vol. 1, with the interviewers crafting their set of interview questions.
- ii. The interview shall be used to validate the applicants' responses in the PAF to further assess the demonstration of the NCOIs. It may also be used to collect complete and detailed information about the applicant and verify their credentials. The applicants' potential, characteristics or traits, and fitness shall be assessed through the interview.



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- iii. The interviews shall use the STAR (Situation-Task-Action-Results) approach to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant. The STAR approach draws focus on actual **S**ituations in which the applicant acted; the **T**asks that the applicant faced; the **A**ctions that the applicant took; and the **R**esults of those actions.
 - iv. Using the Rating Sheet for the BEI, assessors shall indicate the rating attained by the applicant for each of the criteria in the 'Rating' column. They shall use the portion 'Other Remarks' to write down statement/s that support the given rating.
4. The Sub-committees are expected to adhere to the assessment timeline, which will be specified in an official issuance, and promptly submit the results to the HRMPSB through the HRMO.
5. For information, guidance and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: None

References: DepEd Order No. 019, s. 2022, DepEd Order No. 020, s. 2024 and DepEd Order No. 021, s.2024

Allotment: None

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

HIRING
RECRUITMENT
SELECTION

GPO/OSDS/DM/ CREATION OF SUB-COMMITTEES FOR THE CONDUCT OF CLASSROOM OBSERVATION (COIs ASSESSMENT), AND PORTFOLIO ASSESSMENT AND BEHAVIORAL EVENT INTERVIEW (NCOIs ASSESSMENT) IN THE RECRUITMENT, SELECTION, AND PROMOTION TO HIGHER TEACHING POSITIONS/April 10, 2025



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