



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

July 31, 2025

DIVISION MEMORANDUM  
OSDS NO.: 104 s. 2025

**SCHEDULE OF THE CONDUCT OF CLASSROOM OBSERVATION (COIs ASSESSMENT), PORTFOLIO ASSESSMENT AND BEHAVIORAL EVENTS INTERVIEW (NCOIs ASSESSMENT) IN THE RECRUITMENT, SELECTION, AND PROMOTION TO HIGHER TEACHING POSITIONS OF TEACHER APPLICANTS**

TO: Human Resource Merit and  
Personnel Selection Board (HRMPSB)  
Cluster Heads  
School Heads of Public Elementary and Secondary Schools  
School Sub-Committees  
All Applicants  
All Other Concerned  
This Division

1. Please be informed of the schedule of the Conduct of Classroom Observation (COIs Assessment), PPST NCOIs (Portfolio Annotations) and Behavioral Events Interview for Teacher Applicants to Higher Teaching Positions are as follows:

**August 6, 2025**

7:30 a.m. to 10:30 a.m. Conduct of Classroom Observation

**August 7, 2025**

8:30 a.m. to 11:30 a.m. PPST NCOIs (Portfolio Annotations)

**August 8, 2025**

8:30 a.m. to 11:30 a.m. Behavioral Events Interview

2. Concerned sub-committees are expected to conduct the activities as scheduled, and submit the results on or before **August 13, 2025**.

3. For the information and guidance of all concerned.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference/s: D.O. 20, s. 2024  
Allotment:

To be indicated in the Perpetual Index under the following subjects

POSITIONS	QUALIFICATIONS	VACANCIES
-----------	----------------	-----------

GPO/Admin-HR/DM- Schedule of the Conduct of Classroom Observation (COIs Assessment), Portfolio Assessment and Behavioral Events Interview (NCOIs Assessment) in the Recruitment, Selection and Promotion to Higher Teaching Positions of Teacher Applicants  
July 30, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-562-4880; 0919-065-6425  
Email: tacurong.city@deped.gov.ph