



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



25 June 2025

DIVISION MEMORANDUM
No. 520 s.2025

CONDUCT OF THE DIVISION TRAINING OF TRAINERS (DTOT) ON ASSESSORS
TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO
ASSESSMENT

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Concerned Curriculum Implementation Division Personnel
Concerned School Governance and Operations Division Personnel
Concerned Elementary and Secondary Public School Heads and Principals
Concerned Elementary and Secondary Master Teachers
This Division

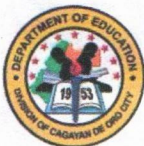
1. The Schools Division of Cagayan de Oro City, in its continuing efforts to promote professional excellence and support the implementation of the Expanded Career Progression System for Public School Teachers, will conduct the **Division Training of Trainers (DTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment** on **July 23–25, 2025** at the **Session Hall, Division Office, Cagayan de Oro City**.

2. This training aims to build a pool of qualified and competent assessors who will facilitate the comparative assessment process for teacher reclassification in alignment with the Philippine Professional Standards for Teachers (PPST). Participants will be equipped with the necessary knowledge and skills to conduct classroom observations and evaluate portfolios based on established standards.

3. In preparation for the activity, a **Walkthrough Meeting** will be conducted on **July 18, 2025**, from **8:00 AM to 5:00 PM** at the **Division Office Boardroom**, Cagayan de Oro City. All members of the **Program Management Team (PMT)** and **Resource Speakers** are **requested to attend** this session to ensure the smooth facilitation and technical readiness of the training.

4. Attached to this Memorandum are the following: Training Matrix, List of Participants, List of Program Management Team Members.

5. Participants are expected to: Attend all sessions on time and in proper attire. Bring their laptops and reference materials for hands-on workshops. Actively engage in all activities and discussions.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

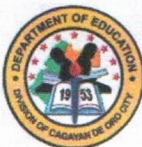
Encl.: Training Matrix, List of Participants, List of Program Management Team Members.

Reference: N o n e

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

LEARNING AND DEVELOPMENT

DM0-SGOD-HRDS-MCTG / CONDUCT OF THE DIVISION TRAINING OF TRAINERS (DTOT) ON
ASSESSORS TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO
ASSESSMENT
June 25, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

TRAINING MATRIX

- I. Course/Program Title: Division Training of Trainers (DTOT) On Assessors Training and Deepening on Classroom Observation and Portfolio Assessment**
- II. Date:** June 23-25, 2025 (Wednesday to Friday) at 8:00 AM to 5:00 PM
- III. Venue:** Session Hall, Division Office, Cagayan de Oro City

IV. Course/Program Brief Description:

DepEd believes that forging an employee career path that maintains standards of professional excellence is in line with its mission for teachers to “facilitate learning and constantly nurture every learner.” With this, DepEd continuously improves itself to better serve the stakeholders.

Consistent with this mission, DepEd commits to enhancing current policies that guide internal human resource management and development. These policies serve as legal bases for fostering DepEd talents, particularly teachers who are in the front line of providing quality, accessible, relevant, and liberating basic education. With reference to the enactment of the Republic Act (R.A.) No. 10968 or the Philippine Qualifications Framework (PQF) Act, the Department has been reviewing the existing system of career progression of public-school teachers both in the classroom teaching and school administration career lines. The objective is to rationalize the teachers' professional development and advancement to higher positions as anchored on improved teaching practice through the achievement of minimum qualifications in terms of education, training, experience, and eligibility as well as the demonstration of desired competencies set in the Philippine Professional Standards for Teachers (PPST) through performance and assessment.

Geared towards competency-based human resource (HR) systems, the proposed system of career progression of public-school teachers aims to put a premium on high standards of teaching practice while responding to the needs of teachers through the creation of more opportunities for career advancement and addressing the existing gaps and issues therein. It likewise seeks to update the system to be attuned with the domestic and global developments and changes in the education landscape in the 21st century and to contribute

more effectively to the delivery of education and learning.

Upon securing support from the President during a Cabinet Meeting in November 2019 where DepEd made a concept presentation of the career progression proposal as one of the alternative approaches to augmenting teachers' compensation, this Office, with the Bureau of Human Resource and Organizational Development (BHROD), has been collaborating with the Department of Budget and Management (DBM) in exploring strategies for the creation of additional teaching ranks in the DepEd plantilla, particularly the Teacher IV, V, VI, VII, and Master Teacher V positions, and the crafting of the DBM-DepEd Joint Circular for this purpose.

Based on the last coordination meeting with DBM Assistant Secretary Kim Robert C. De Leon and other concerned DBM offices and the communication sent through your Office dated January 22, 2021 (copy attached), it is necessary to promulgate an Executive or Legislative measure establishing a revised system of career progression of public school teachers that serves as the basis for the modification of the position classification and compensation scheme to be implemented by DBM.

The career progression of teachers in DepEd is mandated by Executive Order No. 174, s. 2022, also known as the Establishing the Expanded Career Progression System for Public School Teachers. The expanded career progression is established to promote professional development and career advancement among public school teachers and defines the career lines of teachers within the public school system in the basic education level as well as the Senior High School.

With this, the activity aims to build a pool of trainers from various divisions who will facilitate the capability building of potential assessors for the implementation of Expanded Career Progression in their respective field offices.

Terminal Objective:

By the end of the PD program, the participants shall have crafted their Action Implementation Plan for school level.

Enabling Objectives:

Specifically, at the end of each session, the participants shall have

- a. *discussed the Education, Training, and Experience and Performance as criteria for reclassification;*
- b. *applied the increments table and rubric in assessing the ETE of applicants; and*
- c. *computed accurately the performance rating of applicants for reclassification;*

This program fosters a holistic approach to literacy, aiming to support academic success and lifelong learning.

Sub-Topics and Time Allotment for every topic (in hours)		Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies including Assessment Tools	Requirements / Outputs
Day 1					
8:00 – 8:30 AM	Opening Program	Determined the objectives of the training session and identify the expected outputs from the participants.	Lupang Hinirang: AVP Prayer: AVP DepEd Quality Policy: AVP Opening Remarks: ASDS Audie S. Borres Inspirational Talk: SDS Roy Angelo E. Gazo Rationale: SEPS Derrold Marl S. Aves House Rules & QAME: EPS II Amor A. Radaza Pre-Test: PDO I Loredelle L. Tacandong Emcee: EPS II Mary Caress Tagud-Galono	Pretest	Pretest
8:30 AM- 10:00 AM	Session Teacher Development Framework	Present background and current context of Teacher Development Framework in relation to career progression	Lecture Method		Reflection Journal
10:05 AM– 12:00 NN	Session Overview of the Expanded Career Progression Policy (Executive Order No. 174) Shirley A. Merida	Discuss the standards-based Career Progression System, Teacher Reclassification process, and Assessors Program and the role of an 'assessor'	Lecture Feedback session through open forum Self-reflection	Guide questions	Expanded Career Progression Policy and the Assessors Program (presented) Consolidated feedback (questions, comments, insights) from participants

1:00 – 2:15 PM	Session 3a: Procedures and Requirements for Reclassification Shirley A. Merida	At the end of the session, the participants shall have: explained logically the procedures for reclassification; identified the different requirements for reclassification; and appreciated the procedures and requirements for reclassification through a reflective journal.	Sharing experiences Lecture: Different procedures and requirements in the process of reclassification. Process applicable to the new system of reclassification by virtue of EO 174. Feedback Sessions	Group work Lecturette	Appreciated the procedures and requirement for reclassification through a reflective journal.
2:20– 4:30 PM	Session 3.b: Qualification Standards Jean S. Macasero	At the end of the session, the participants shall have: •discussed the Qualification Standards and performance requirements for promotion.	Discussion and analysis of case/scenario Problem-solving exercise Workshop	Simulation	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II) Consolidated feedback (questions, comments, insights) from participants
	Mark John T. Gabule	•demonstrated how to accomplish Parts I and II of the Reclassification Form for Teaching Positions (RFTP) based on application documents.			
4:30 – 5:00 PM	Open Forum Mark John T. Gabule				

Day 2					
8:00 AM – 10:00 AM	Session 4: ETE and Performance (Chapters 2 & 3) Maurita M. Donasco	Introducing tools in assessing teacher- applicants' qualifications for promotion, based on existing criteria and parameters; Demonstrate computation of Education, Training, Experience (ETE) and Performance criteria that comprise 30% (ETE) and 30% (Performance) and of the total points for reclass	Activity: - The participants will be grouped by region. An Activity Sheet will be distributed to each group. The group will compute the ETE and performance and present it to the plenary after 15 minutes. Analysis - Questions eliciting higher order thinking skills will be thrown to the participants for them to assess and reflect on their experiences during the workshop. Abstraction - Deepening of the contents through discussion and guided simulation of another sample of computation of ETE and Performance of an applicant	Group Work Simulation	Accomplished Modified Teacher Preparation Pay Schedule (M-TPPS) (with correct rating for ETE and Performance)
			Application: - The group will take the copies of the application documents they brought along with them. - The participants will assess the ETE and Performance of the Applicant - The participants will use the M-TPPS as their final output to be presented. - The selected group will present their output for critiquing and suggestions.		
10:05 AM – 12:00 NN	Session 5: Introduction to PPST and Presentation of COIs	Introduce the PPST as basis for assessment of performance of teacher- applicants Present Classroom Observation Indicators (COIs) and Non-	Plenary and group discussions Q&A	Slide decks picture presentation Group Activity	List of COIs and NCOIs Consolidated feedback (questions,

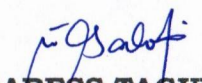
	and NCOIs per position Elizer O. Teruel Maurita M. Donasco	Classroom Indicators (NCOIs) and their Rubrics as reference for the remaining evaluative assessment comprising 25% (COI) and 15% (NCOI)		Mentimeter	comments, insights) from participants
1:00 PM – 4:30 PM	Session 6: Assessing the Classroom Observable Indicators Workshop 2a: Simulation of Classroom Observation Workshop 2b: Processing Workshop 2c: Accomplishment of COI Portion Maurita M. Donasco Elizer O. Teruel	Deepen understanding of classroom observations vis-a-vis protocols and requirements. Demonstrate competence in assessing and rating classroom observations. Express commitment in upholding focused, unbiased, evidence-based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes.	Priming Winning Memory (Classroom Observation Charades) Activity 1 1. Warm-up Analysis Abstraction 1. <i>Classroom Observation in the ECP</i> 2. <i>Classroom Observation in the Big Picture of the Assessment Process</i> 3. <i>Classroom Observation Protocols</i>	Observation Notes Form Rating Sheet, Inter-observer Agreement Form)	Accomplished COT-ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form) Accomplished Modified-Teacher Preparation Pay Schedule (M-TPPS) Form-COI Portion Journal Reflection
4:30 – 5:00 PM	Open Forum Mary Caress Tagud-Galono		Application 1. Simulation of classroom observation 2. Processing 3. Reflection		

Day 3					
8:00 AM – 11:30 AM	Session 7: Evaluation of NCOI Annotations or BEI Workshop 3a: Simulation of NCOI Evaluation Workshop 3b: Processing Workshop 3c: Accomplishment of MTPPS NCOI Portion Jean S. Macasero Shirley A. Merida	<i>Present Non-Classroom Observation Process and Requirements.</i> <i>Demonstrate assessment process for NCOI in the assessors' POV</i>	Activity 1 Non-Classroom Observable Indicators' Definition Window Analysis Ask questions based on the experienced activity e.g. NCOI definition, practices in assessing teachers' attainment of NCOI's, and MOVs of NCOIs. Abstraction Discussion on the following: 1. The Non-Classroom Observable indicators (NCOIs) 2. Teachers' attainment of the PPST NCOIs 3. PPST Domains and Strands 4. Teacher-Applicant's Annotations 5. Portfolio Annotations Form (PAF) 6. Interview 7. NCOI Annotation Form 8. Rubric for the Demonstration of NCOI through Portfolio Annotation 9. Rubric for the Actual and Potential Demonstration of NCOI through Interview 10. NCOI Rating Sheet 11. NCOI Inter-Assessor Agreement Form Activity 2 Logical Sequencing of Processes Analysis Ask questions based on the experienced activity.	The outputs will be presented and to be used as springboard for discussion/critiquing.	Accomplished Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form, and MTPPS (with rating for NCOI)

			Abstraction 1. Discussion on the protocols and steps in assessing the demonstration and understanding of the BNCOs of teacher- applicants through Portfolio Annotation Application 1. Participants will be given a task card to simulate the assessment and rating of the non-classroom observable indicators. 2. Output will be processed.		
1:00 PM – 2:30 PM	Session 8: Behavioral Events Interview Workshop 4a: Scenario-based workshop on BEI Workshop 4b: Processing	<i>Discuss pointers in effective facilitation of Assessors Training rollout</i>	Simulation, role-playing, scenario-based workshops Reflective practice through self-reflection/self-analysis and processing of experience from activities		Accomplished Interview Rating Sheet, Interviewer's Notes, and MTPPS (with rating for Interview) Consolidated feedback (questions, comments, insights) from participants.

3:00 PM – 04:30 PM	Session 9: Walkthrough of Session Guides Workshop 5a: Scenario-based workshop on facilitation Workshop 5b: Processing	Discuss pointers in effective facilitation of Assessors Training rollout	Group discussions, simulations and problem-solving exercises Self-reflection/self-analysis exercises and processing of experience from activities	Simulation and Group Discussion	Notes/Observations from the Oral Presentations Consolidated feedback (questions, comments, insights) from participants
--------------------	--	--	--	---------------------------------	---

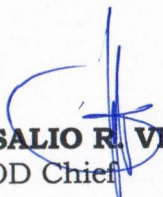
Prepared by:

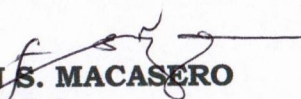

MARY CARESS TAGUD-GALONO
EPS II – SGOD – HRDS
Chairperson, Technical Planning

Checked by:


DERROLD MARL S. AVES
SEPS – SGOD - HRDS
Chairperson, Planning Committee

Noted by:


ROSALIO R. VITORILLO
SGOD Chief


JEAN S. MACASERO
CID Chief

Approved by:

ROY ANGELO E. GAZO
Superintendent



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

**Participants for the Division Training of Trainers (DTOT) On Assessors
Training and Deepening on Classroom Observation and Portfolio Assessment
from the Department of Education, Division of Cagayan de Oro City on
July 23-25, 2025**

DISTRICT	NAME	SCHOOL	POSITIONS
Southwest I	JINNEFER D. ESPINA	Lumbia CS	School Principal II
	KAREEN J. AGCOPRA	Pagalungan NHS	Head Teacher II
	RUBY L. QUILALA	Lumbia NHS	Master Teacher I
Southwest II	ROSEMARIE G. TOLENTINO	Mambuaya ES	Head Teacher III
	KARL ANTHONY O. SALISE	Dansolihon NHS	Head Teacher III
	RONALD L. AMPONG	Mambuaya NHS	Master Teacher I
Central	ANNABELLE J. LARIBA	City CS	School Principal IV
	JENITH Q. BALSICAS	City CS	Head Teacher III
	RELOBE N. ZULITA	Corrales ES	School Principal I
East I	ARNOLD P. TEJERO	Cugman ES	School Principal IV
	FERDINAND L. VINCO	Lapasan NHS	Principal I
	ANNABELLE A. MAGALLANO	Gusa ES	Master Teacher I
	TITO O. BESIRA	ECCS	Master Teacher I
East II	ROSEMARIE H. DULLENTE	Bugo CS	Principal I
	GILJUN T. PENULIAR	Agusan NHS	Principal II
	ROEL R. LAMBERTE	Puerto NHS	School Principal I
	ALEX A. VENTERO	Agusan ES	Master Teacher I
North I	DUQUE A. CAGUINDANGAN	North CCS	School Principal III
	JOEL P. LARIBA	Consolacion ES	Principal II
	EMILY A. TABAMO	Puntod NHS	Head Teacher III
	JOSEPHINE D. CAPAGNGAN	Macabalan NHS	Master Teacher I
North II	ALMA B. PENONIA	Kauswagan CS	Principal II
	MARVIN ANTHONY A. RAMOS	Kauswagan NHS	School Principal I
	DANNY A. LABADAN	Bayabas NHS	Principal I
	AIRENE O. SUAN	City Engineers ES	Master Teacher II
West II	PEDRITA R. JORDAN	Bulua CS	Principal III
	MACAPANGCAT U. MAMA	Bulua NHS	Principal III
	IMELYN G. DORIA	Bulus CS	Master Teacher II
West I	EDGARDO O. YAÑEZ	West CCS	School Principal III
	DINAH ZORAIDA B. ZAMORA	Carmen NHS	Principal I
	DIONITA S. BAHIAN	West CCS	Master Teacher I
South	PAUL Y. BADON	Camaman-an ES	School Principal III
	MARIBETH T. AUMAN	CDONHS-JHS	Principal I
	HASIMA N. SALIC	CDONHS-JHS	Master Teacher I

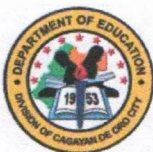


Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DISTRICT	NAME	POSITIONS
CENTRAL / SOUTHWEST I	JINKY M. ARNEJO	Asst. CID Chief
NORTH I	MILAGROS P. RECAMADAS	PSDS
NORTH II	PARAIDA D. ORANGOT	PSDS
SOUTH	MARGIE G. ANDRADE	PSDS
SOUTHWEST II	ANGELITO U. FELISILDA	PSDS
EAST I	CYNTHIA V. YAÑEZ	PSDS
EAST II	CHARLYN S. BAYLON	PSDS
WEST I	MARIFE A. RAMOS	PSDS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph

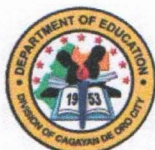


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

**Program Management Team for the Division Training of Trainers (DTOT) On
Assessors Training and Deepening on Classroom Observation and Portfolio
Assessment from the Department of Education, Division of Cagayan de Oro
City on July 23-25, 2025**

PMT	NAME	POSITIONS
Planning Committee	Roy Angelo E. Gazo Audie S. Borres Rosalio R. Vitorillo Jean S. Macasero Romeo B. Aclo Jinky A. Arnejo Derrold Marl S. Aves	Superintendent ASDS SGOD Chief CID Chief Asst. SGOD Chief Asst. CID Chief SEPS
Finance Officer	Arnel A. Calubag	Accountant III
Chairperson, Technical Planning Committee / Certificates In- Charge	Mary Caress Tagud-Galono	Education Program Specialist II
Co-Chairperson, Technical Planning Committee / Secretariat	Loredelle L. Tacandong	Project Development Officer I
Resource Person / Facilitator	Jean S. Macasero Shirley A. Merida Maurita M. Donasco Mark John T. Gabule Elizer O. Teruel Celso L. Pagulon Derrold Marl S. Aves Mary Caress Tagud-Galono	CID Chief PSDS Principal I Master Teacher I Head Teacher III School Principal III SEPS EPS II
Technical Assistant/ Videographer & Editor	Mark Edward D. Olango	Teacher I
M & E Coordinator, Photographer & Narrative Report	Amor A. Radaza	Education Program Specialist II
Welfare Officer	Baldomero Mark B. Meso III	Medical Officer III
Monitoring Supervisor	(2 from Region)	

Total: 60 pax



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph