



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



Office of the Schools Division Superintendent

29 July 2025

DIVISION MEMORANDUM

No. 617 s.2025

Conduct of District Training of Trainers (DTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment

1. In support of the implementation of the **Expanded Career Progression System for Public School Teachers** and in alignment with the Philippine Professional Standards for Teachers (PPST), all districts will conduct the **District Training of Trainers (DTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment** within the Schools Division of Cagayan de Oro City.

2. The objectives of the DistTOT are to:

- 2.1 Develop a pool of trained assessors at the district level who will facilitate the comparative assessment process for teacher reclassification;
- 2.2 Deepen understanding of the standards-based assessment framework aligned with the PPST; and
- 2.3 Strengthen the capacity of districts in conducting fair, consistent, and quality assessments in classroom observation and portfolio evaluation.

3. The **DTOT schedules per district are as follows:**

District	Schedule	Overseer
North 2	August 6-8, 2025	Derrold Marl S. Aves & PMT
West 1	August 6-8, 2025	Shirley A. Merida & PMT
West 2	August 6-8, 2025	Mark John T. Gabule
Southwest 1	August 6-8, 2025	Maurita M. Donasco
Central	August 11-13, 2025	All Division Speakers & PMT
East I	August 13-15, 2025	Celso S. Pagulon, Elizer O. Teruel & PMT
North 1	August 13-15, 2025	Shirley A. Merida
South	August 13-15, 2025	Derrold Marl S. Aves & PMT
East II	August 13-15, 2025	Celso S. Pagulon, Elizer O. Teruel & PMT
Southwest 2	August 18-20, 2025	All Speakers & PMT



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4. District Supervisors and Overseers are requested to ensure logistical and technical preparations in their respective districts, including coordination with the Program Management Team and resource speakers for smooth facilitation of the training. The Program Management Team are:

- 4.1 Mary Caress Tagud-Galono – EPS II-HRDS
- 4.2 Amor A. Radaza – EPS II – M & E
- 4.3 Loredelle L. Tacandong – PDO I
- 4.4 Purcia C. Ang – Focal Person for SSP

5. The training shall be charged to School MOOE for Professional Development subject to usual accounting and auditing rules.

6. Participants should:

- 6.1 Attend punctually and in professional attire;
- 6.2 Bring laptops and relevant materials;
- 6.3 Actively participate in all sessions.

7. Districts are requested to submit **Attendance Sheets (with summary of position and gender, Narrative Reports with Photo Documentation)** to this link <http://bit.ly/44NbzCj> within three (3) working days after the conduct of the training.

8. 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.

9. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

LEARNING AND DEVELOPMENT

DM001-SGOD-HRDS-MCTG / Conduct of District Training of Trainers (DTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment
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