



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

January 09, 2025

DIVISIONAL MEMORANDUM
Unnumbered, s. 2025

**REGIONAL TRAINING OF TRAINERS (RTOT) ON ASSESSORS TRAINING
AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO
ASSESSMENT**

To: **DIONESIO L. LIWAGON, JR., CESE, ASDS**
ROWELL C. VILLARUBIA, EPS-Mathematics
JUVES C. COLARTE, Principal I
QUERINO D. LONSAGON, Master Teacher II
JULITA H. BITAY, Head Teacher V
ESTELITA C. SAQUIN, Head Teacher V
MARY JOY G. DOROMAL, SEPS-HRD
This Division

1. In reference to Regional Memorandum No. 944, s. 2024, re: Regional Training of Trainers (RTOT) on Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment and Regional Memorandum No. 003, s. 2025, re: Updated Regional Memorandum No. 944, s. 2024 (Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment), you are hereby directed to attend the said activity at NEAP-R10, Lapasan, Cagayan de Oro City on February 18-21, 2025.
2. The workshop aims to:
 - a. discuss as trainers, the Standards-based Career Progression System, teacher reclassification and promotion process, and Assessor's Program and the roles and duties of an "assessor";
 - b. applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
 - c. prepare an action plan for the divisional rollout of Capability Building of DepEd Assessors for Teacher Career Progression.



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3. Board and lodging for all participants shall be charged against BHROD downloaded Program Support Funds for Regional Assessors' Training, while the travel and incidental expenses shall be charged to local/MOOE funds, subject to the usual accounting and auditing rules and regulations.
4. Participation of school leaders to the Regional Training of Trainers (RTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
5. This Office directs the immediate dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Pp: **DIONESIO L. LIWAGON, JR., CESE**
Assistant Schools Division Superintendent

Encl.: None
Reference: Regional Memorandum No. 944, s. 2024 and
Regional Memorandum No. 003, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT CLASSROOM OBSERVATION TRAINING PROGRAMS

SBC/DM Regional Training of Trainers (RTOT) on Assessors' Training and Deepening
on Classroom Observation and Portfolio Assessment
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