



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

January 28, 2025

**UNNUMBERED DIVISIONAL MEMORANDUM**  
s. 2025

**CORRIGENDUM TO UNNUMBERED MEMORANDUM, S. 2025**  
**DATED JANUARY 09, 2025**  
**(Regional Training of Trainers (RTOT) on Assessors Training and Deepening**  
**on Classroom Observation and Portfolio Assessment)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Public Elementary/Secondary School Heads/Department Heads  
Concerned Personnel  
This Division

1. In reference to Unnumbered Memorandum dated January 09, 2025, re: Regional Training of Trainers ( RTOT) on Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment, this Office informs all concerned on the changes as follows:

- a. that the venue of the activity will be at New Dawn Hotel Plus, Don Apolinar Velez Street, Cagayan de Oro City instead of NEAP R10, Lapanan, Cagayan de Oro City; and
  - b. that Rowell C. Villarubia, EPS-Mathematics will be replaced by Lorena P. Rivera, PSDS- D4.
2. Other provisions in the Memorandum shall remain in effect.
3. 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: **GIEZEL C. GONGB** 01/28/25  
Public Schools District Supervisor (PSDS)  
OIC, Office of the Schools Division Superintendent



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

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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**

JAG/DM-Unnumbered Regional Training of Trainers (RTOT) on Assessors' Training and  
Deepening on Classroom Observation and Portfolio Assessment  
\_\_\_\_/January 28, 2025



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Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

615  
 1/27/25  
 dk # 25-123539

January 27, 2025

REGIONAL MEMORANDUM  
 No. \_\_\_\_\_, s. 2025

**FINAL VENUE AND PARTICIPANTS OF THE REGIONAL TRAINING OF TRAINERS (RTOT) ON ASSESSORS' TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

To: Schools Division Superintendents  
 Division Chiefs  
 School Heads  
 All Others Concerned

1. Due to the unavailability of the NEAP-RX Training Center, the **Regional Training of Trainers (RTOT) on Assessors' Training and Deepening on Classroom Observation and Portfolio Assessment** will now be held at New Dawn Hotel Plus, Don Apolinar Velez Street, Cagayan de Oro City. The venue has been chosen to accommodate all participants and to ensure the successful conduct of the training.

2. The following is the final list of participants:

a.	Assistant Schools Division Superintendent
b.	DAPSSHI President or Officer (member of the HRMP SB)
c.	PESPA President or Officer (member of HRMP SB)
d.	CID Chief
e.	Elementary/ Secondary Principal (trained in the RPMS-PPST)
f.	HRSEPS

3. The Division of Bukidnon has been allotted two slots for the Assistant Schools Division Superintendents (ASDSs).

4. The schedules remain the same.

5. All other provisions stated in the previous Memorandums remain in effect.

6. This Office directs the immediate and wide dissemination of this Memorandum.

**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director

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

ASSESSMENT      TRAINING PROGRAMS

HRDD/becky



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Form and Code	NO. 2025-2021	Date	1/27/25
Issuance	1/27/25	Page	1 of 1







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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**SCHOOLS DIVISION OF OZAMIZ CITY**

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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  
\_\_\_/January 9, 2025



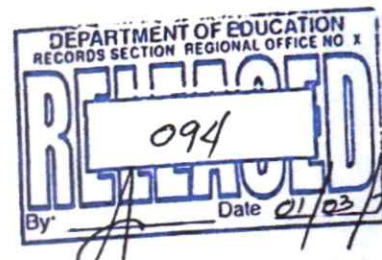
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Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO



January 2, 2025

REGIONAL MEMORANDUM  
 No. 003, s. 2025

UPDATED REGIONAL MEMORANDUM NO. 944, S. 2024  
 (REGIONAL TRAINING OF TRAINERS (RTOT) ON ASSESSORS' TRAINING  
 AND DEEPENING ON CLASSROOM OBSERVATION  
 AND PORTFOLIO ASSESSMENT)

To: Schools Division Superintendents  
 Division Chiefs  
 School Heads  
 All Others Concerned

1. Regarding **Regional Memorandum No. 944, s. 2024**, titled **Regional Training of Trainers (RTOT) on Assessors Training and Deepening of Classroom Observation and Portfolio Assessment**, the schedule of its implementation has been postponed due to logistic concerns.

2. The following is the new schedule of activities:

Activity	Dates		Venue
	From	To	
Pre-Work Conference	Jan.7-9, 2025	Feb. 4-6	NEAP- R10
Batch 1 <i>(Bukidnon, Cagayan de Oro, Camiguin, El Salvador, Gingoog, Iligan, Lanao del Norte)</i>	Jan.14-17, 2025	Feb. 11-14	NEAP- R10
Batch 2 <i>(Malaybalay, Misamis Occidental, Misamis Oriental, Oroquieta, Ozamis, Tangub, Valencia)</i>	Jan.21-24, 2025	Feb. 18-21	NEAP- R10
Post-Work Conference	Jan. 30- Feb.1, 2025	Feb. 26-28	NEAP- R10

3. Participants are entitled to Compensatory Time Off (CTO) for activities that fall on weekends or holidays, in accordance with CSC-DBM Joint Circular No. 2, s. 2004, and other applicable administrative rules and policies.

4. Additionally, the **Assistant Schools Division Superintendent (ASDS)** for each Schools Division Office (SDO) shall be included as a participant in the respective batches.

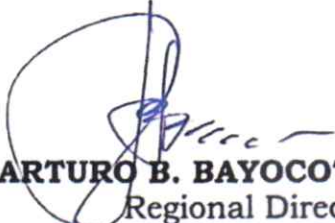


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Doc. Ref. Code	RO ORD-F013	Rev	01
Effectivity	01.22.24	Page	1 of 1



5. All other provisions stated in the previous memorandum shall remain in effect.
6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

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

ASSESSMENT

CLASSROOM OBSERVATION

TRAINING PROGRAMS

HRDD/becky





Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

DEPARTMENT OF EDUCATION  
 RECORDS SECTION, REGIONAL OFFICE NO. X  
**RELEASED**  
 8896  
 By: NIEL MICHAEL S. PARRO  
 Date: NOV 27 2024

November 27, 2024

REGIONAL MEMORANDUM  
 No. 944, s. 2024

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

To: Schools Division Superintendents  
 Division Chiefs  
 School Heads  
 All Others Concerned

1. Regarding **DepEd Memorandum DM-OUHROD-2024-2013**, titled **Conduct of National Training of Trainers on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment**, this Office will conduct the **Regional Training of Trainers (RTOT) on Assessors Training and Deepening of Classroom Observation and Portfolio Assessment**.

2. The activity aims to build a pool of trainers from various schools divisions who will facilitate the capability-building of potential assessors for the implementation of the Expanded Career Progression in their respective field offices. Furthermore, it seeks to equip them with the knowledge, skills, and attitude necessary to:

- a. discuss, as trainers, the Standards-based Career Progression System, teacher reclassification and promotion process, and Assessors' Program and the role 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.

3. The following is the schedule of activities:

Activity	Dates	Venue
Pre-Work Conference	Jan.7-9, 2025	2 <sup>nd</sup> Floor HRDD Building
Batch 1 <i>(Bukidnon, Cagayan de Oro, Camiguin, El Salvador, Gingoog, Iligan, Lanao del Norte)</i>	Jan.14-17, 2025	To be arranged (TBA)
Batch 2 <i>(Malaybalay, Misamis Occidental, Misamis Oriental, Oroquieta, Ozamis, Tangub, Valencia)</i>	Jan.21-24, 2025	(TBA)
Post-Work Conference	Jan. 30- Feb.1, 2025	(TBA)

4. The Schools Divisions Superintendents (SDS) are directed to select their respective divisional trainers-facilitators who demonstrate high proficiency in training facilitation and who meet the following criteria:

- a. DAPPSHI President or officer (member of the HRMPSB); - *Evelina Sagun*



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 Rev: 01  
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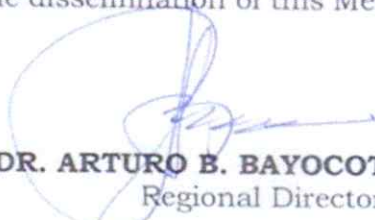




- b. PESPA President or officer (member of the HRMPSB); ✓ *James Colante*
- c. CID or SGOD Chief or Supervisor (preferably a NEAP Learning Facilitator); *Anabella*
- d. Master Teacher (must have experience in the implementation of PPST assessment for L&D purposes); *Armin B. Lonsagan*
- e. Elementary/ Secondary Principal (trained in the RPMS-PPST); and *Julio*
- f. HR-SEPS

5. Board and lodging of all participants shall be charged against BHROD downloaded Program Support Funds (PSF) for Regional Assessors' Training, while travel and incidental expenses shall be charged to local/MOOE funds, subject to the existing accounting and auditing rules and regulations.

6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
 Regional Director

Reference: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

CAREER PROGRESSION                      TEACHERS

RE:                      Regional Training of Trainers (RTOT) on Assessors Training  
 and Deepening of Classroom Observation and Portfolio Assessment

HRDD/becky