



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

May 05, 2025

DIVISIONAL MEMORANDUM

No. 15, s. 2025

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

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

1. To guide personnel in ensuring a merit-based, fair, objective, and standardized process of reclassification/promotion under the Expanded Career Progression System for Teachers, this Office shall conduct a Divisional Training for Assessors on Deepening Expertise in Classroom Observation and Portfolio Assessment at BE Palace Hotel, Valconcha St., Aguada, Ozamiz City in two batches with the schedule as follows:

BATCH	DISTRICT	SCHEDULE
Batch 1	Districts 1-6	May 6,8,9,10, 2025
Batch 2	Districts 7-10	May 21-24, 2025

2. At the end of the 4-day activity, the participants are expected to:
- discuss the Education, Training, and Experience and Performance as criteria for reclassification;
 - apply the increments table and rubric in assessing the ETE of applicants; and
 - compute accurately the performance rating of applicants for reclassification.
3. The participants in this training are the education program supervisors, public schools district supervisors, school heads, master teachers and members of the Personnel Selection Board (PSB) of the Division of Ozamiz City, see *attachment A for the list of participants*.
4. The activity has a Certificate of Quality Assurance from the National Educators Academy of the Philippines (NEAP) with 31.25 active learning hours and accredited by Professional Regulation Commission (PRC) with 15 CPD units.



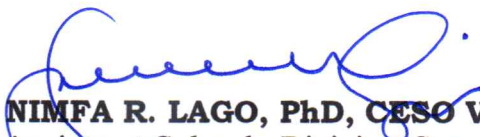
Address: IBJT Compound, Carangan, Ozamiz City
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5. The activity shall start at 8:00 a.m. and end at 5:00 p.m., *see attachment B for the program of activities.*
6. No registration fee shall be collected from the participants. Expenses relative to the conduct of the activity such as training materials, meals and snacks and other incidental expenses shall be charged against downloaded 2024 Human Resource Development Program Support Fund (HRD-PSF) subject to the usual accounting and auditing rules and regulations.
7. Teaching-related and non-teaching personnel involved in the activity shall be granted 1-day Compensatory Time-Off (CTO), re: Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 while teaching personnel shall have 4-day service credits in accordance with DepEd Order No. 53, s. 2023, re: Updated Guidelines on the Grant of Service Credits to Teachers and DepEd Order No. 84, s. 2003, re: Addendum to DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Service Credits to Teachers) .
8. Participation of school leaders to the Divisional Training for Assessors on Deepening Expertise in 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.
9. Queries on this matter shall be channeled to Mary Joy G. Doromal, SEPS-HRD and Jeanelei L. Carolino, EPS-II HRD.
10. 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



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Encl.: As Stated

Reference: EO No. 174, s. 2022, DM- OUHROD- 2024-2013

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

NON- TEACHING

TEACHING-RELATED

TRAINING- WORKSHOP

JAG/DM Divisional Training for Assessors on Deepening Expertise in Classroom
Observation and Portfolio Assessment
_____ May 05, 2025



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**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
Batch 1 (May 6,8, 9,10, 2025)			
1	Anelyn G. Engracia	Public Schools District Supervisor	CID, Division Office
2	Luisander C. Luy	Education Program Supervisor	CID, Division Office
3	Clarinda Fe L. Simblante	Elementary School Principal II	Andrea D. Costonera Elementary School
4	Jovy O. Bonita	Elementary School Principal II	Sancho V. Capa Integrated School
5	Lilibeth Y. Abamonga	Secondary School Principal II	Ozamiz City National High School
6	Melanie G. Lagus	Elementary School Principal II	Felipe Carreon Central School
7	Emmie C. Sobreviega	Master Teacher II (Elementary)	Andrea Costonera Elementary School
8	Josephine P. Dula	Master Teacher I (Secondary)	Ozamiz City National High School
9	Jasmine I. Gaogao	Public Schools District Supervisor	CID, Division Office
10	Federico B. Aranieto, Jr.	Education Program Supervisor	CID, Division Office
11	Eugenio C. Bucog	Elementary School Principal I	Ozamiz City Central School
12	Marestelle M. Olandre	Elementary School Principal I	Ozamiz City Central School
13	Bernadita N. Agapay	Elementary School Principal I	Ozamiz City Central School
14	Bernadita A. Algodon	Elementary School Head Teacher III	Ozamiz City Central School
15	Cherry Jane O. Cena	Master Teacher II (Elementary)	Ozamiz City Central School
16	Josie B. Engracia	Master Teacher I (Elementary)	Ozamiz City Central School
17	Rose Mary R. Abapo	Education Program Supervisor	CID, Division of Ozamiz City
18	Eulalio S. Rupinta	Education Program Supervisor	CID, Division of Ozamiz City
19	Angelita M. Maribojoc	Education Program Supervisor	CID, Division of Ozamiz City
20	Catherine C. Oracion	Elementary School Principal I	Baybay Central School
21	Charyljoy C. Navarez	Secondary School Principal I	Misamis Annex Integrated School
22	Cheryl V. Duma-og	Elementary School Principal I	Sta. Cruz Elementary School
23	Mellany A. Magana	Master Teacher II (Elementary)	Catadman Elementary School
24	Zenaida J. Parnisana	Master Teacher I (Elementary)	Sta. Cruz Elementary School
25	Milagros Z. Mendoza	Public Schools District Supervisor	CID, Division Office
26	Efren A. Oliveros	Elementary School Principal I	Bacolod Elementary School
27	Justina S. Baul	Elementary School Principal I	Doña Consuelo Elementary School
28	Jujie A. Buenbrazo	Elementary School Principal I	Gango Elementary School
29	Marjorie A. Sagario	Elementary School Principal III	Maningcol Central School
30	Ramil G. Cabural	Elementary School Principal II	San Antonio Elementary School
31	Johnaline D. Pines	Secondary School Head Teacher I	San Antonio Elementary School
32	Joy B. Apale	Master Teacher II (Elementary)	Maningcol Central School
33	Ronald A. Cathedral	Master Teacher II (Secondary)	Ozamiz City School of Arts and Trades
34	Menerva D. Barola	Public Schools District Supervisor	CID, Division Office
35	Lloyd Ralph R. Cesnorio	Elementary School Head Teacher I	Gotocan Elementary School
36	Emelito C. Viernes	Elementary School Head Teacher III	Mintalar Elementary School

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
37	Marites B. Barrientos	Elementary School Principal II	Labo Central School
38	Primencita G. Baguio	Elementary School Principal I	Embargo Elementary School
Batch 1 (May 6,8,9,10, 2025)			
39	Miraluna M. Gaabucayan	Elementary School Principal I	Domingo A. Barloa Integrated School
40	Jane A. Credo	Elementary School Head Teacher III	Sangay Integrated School
41	Edilberto B. Pongase, Jr.	Secondary School Principal II	Labo National High School
42	Loida A. Tanggan	Master Teacher I (Elementary)	Gotocan Elementary School
43	Job P. Garbo	Master Teacher II (Secondary)	Labo National High School
44	Ian Francis E. Veloso	Public Schools District Supervisor	CID, Division Office
45	Angel Grace E. Bandiala	Elementary School Principal I	Hilarion J. Ramiro Jr. Elementary School
46	Jean B. Alindo	Secondary School Principal I	Jose Lim Ho National High School
47	Lady Shammah E. Bello	Elementary School Head Teacher III	Roman E. Mabanag Sr. Elementary School
48	Marie Claire B. Fuentes	Elementary School Principal I	Maximino S. Laurete Sr. Elementary School
49	Joseph L. Galia	Elementary School Principal I	Antero D. Hinagdanan Elementary School
50	Adonis D. Garnada	Elementary School Head Teacher III	Dalapang Elementary School
51	Lydia G. Salavador	Elementary School Principal I	Faustino C. Decena Integrated School
52	Lou E. Peñaranda	Master Teacher II (Elementary)	Maximino S. Laurete Sr. Central School
53	Editha R. Bucog	Master Teacher II (Elementary)	Faustino C. Decena Integrated School
Batch 2 (May 21-24, 2025)			
1	Giezel C. Gongob	Public Schools District Supervisor	CID, Division Office
2	Jed Mae F. Coronel	Education Program Supervisor	CID, Division Office
3	Belenda A. Calinga	Secondary School Head Teacher I	Montol National High School
4	Gem P. Acapulco	Elementary School Head Teacher II	Guingona Integrated School
5	Jupey Q. Rupinta	Elementary School Head Teacher III	Pershing Tan Queto Sr. Elementary School
6	Mary Jane A. Pondar	Elementary School Principal 1	Antero U. Roa Central School
7	Marlon A. Gordove	Elementary School Principal I	Tipan Elementary School
8	Leo C. Acebedo	Elementary School Head Teacher III	Capucan C Elementary School
9	Poley M. Tayong	Secondary School Head Teacher I	Capucan Integrated School
10	Juliet G Hipos	Master Teacher II	Antero U Roa Central School
11	Jenny Babe B. Pacaldo	Master Teacher I	Antero U Roa Central School
12	Selina O. Macas	Public Schools District Supervisor	CID, Division Office
13	Roselyn A. Faciol	Education Program Specialist II	CID, Division Office
14	Ammie A. Ogao-ogao	Elementary School Principal I	Cogon Integrated School
15	Darlene Sheila J. Pescador	Secondary School Head Teacher III	Gala National High School
16	Melchie A. Paderanga	Elementary School Head Teacher II	Gala Elementary School
17	Sesame C. Rubio	Elementary School Principal I	Juan A. Acapulco Elementary School
18	Rolito M. Sialana	Elementary School Principal I	Marcelino C. Regis Integrated School

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
IN CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
19	Genaline A. Lopez	TIC -Teacher III	Guimad Elementary School
20	Nida M. Muñoz	Master Teacher I (Elementary)	Marcelino C. Regis Integrated School
21	Marvin S. Tusoy	Head Teacher I	Marcelino C. Regis Integrated School
Batch 2 (May 21-24, 2025)			
	Lorena P. Rivera	Public Schools District Supervisor	CID, Division Office
23	May P. Edullantes	Education Program Supervisor	CID, Division Office
24	Mary Jane L. Lomocso	Education Program Specialist II	CID, Division Office
25	Jocelyn G. Rusiana	Elementary School Head Teacher III	Balintawak Elementary School
26	Joselito D. Caseros	Elementary School Principal I	Bongbong Elementary School
27	Junriel B. Sinarillos	Secondary School Principal I	Pulot National High School
28	Lalaine Y. Ponce	Elementary School Principal I	Cruz Lanzado Saligan Integrated School
29	Jeffrey B. Ares	Elementary School Head Teacher III	Pulot Elementary School
30	Maida S. Gamada	Elementary School Principal I	Dimaluna Integrated School
31	Buenasir J. Abapo	Elementary School Principal II	Malaubang Integrated School
32	Randy P. Hubahib	Secondary School Head Teacher I	Malaubang Integrated School
33	Jennifer U. Lambequit	Master Teacher I	Pulot Elementary School
34	Argion D. Capadngan	Master Teacher II	Pulot National High School
35	Rowell C. Villarubia	Education Program Supervisor	CID, Division Office
36	Fernando D. Sumondong	Public Schools District Supervisor	CID, Division Office
37	Ester F. Viernes	Elementary School Principal I	Tabid National High School
38	Jorenda P. Solitario	Secondary School Principal I	Jacinto Nemeno Integrated School
39	Joseph M. Amisola	Elementary School Principal I	Labinay Elementary School
40	Melanie T. Paredes	Elementary School Principal I	Narciso B. Ledesma Central School
41	Lida L. Baco	Elementary School Principal I	Diego Tuastomban Elementary School
42	Henry Q. Abarco	Elementary School Principal I	Gregorio A. Saquin Elementary School
43	Thelma A. Moreno	Secondary School Principal I	Labinay National High School
44	Ludivico B. Barrientos	Elementary School Principal II	Sinusa Integrated School
45	Querino D. Lonsagon	Master Teacher II (Secondary)	Tabid National High School
46	Shyne Ancelin M. Lugagay	Master Teacher II (Elementary)	Narciso B. Ledesma Central School
OSDS Administrative Section			
47	Dorothy Joy B. Yting	Administrative Officer V-Admin. Services	OSDS, Division Office
48	Adda Liza J. Saquin	Administrative Officer IV-Personnel	OSDS, Division Office
49	Ruby Jane R. Gacasan	Administrative Officer II	OSDS, Division Office
50	Dinalyn A. Ramayrat	Administrative Officer II	OSDS, Division Office
51	Gee B. Sonogan	Administrative Officer II	OSDS, Division Office
Top Management/ Speakers/Facilitators			

**DIVISIONAL TRAINING FOR ASSESSORS ON DEEPENING EXPERTISE
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LIST OF PARTICIPANTS

No.	Name of Participant	Position	Station
1	Nimfa R. Lago, PhD, CESO VI	Schools Division Superintendent	OSDS, Division Office
2	Dionesio L. Liwag, Jr., CESE	Assistant Schools Division Superintende	OSDS, Division Office
3	Anaclea A. Gacasan	Chief, Curriculum Implementation Division	CID, Division Office
4	Johnnel A. Guangco	OIC Chief, SGOD	SGOD, Division of Ozamiz City
5	Imelda D. Pongase, EdD	Education Program Supervisor	CID, Division Office
6	Lorena P. Rivera	Public Schools Division Supervisor	CID, Division Office
7	Juves C. Colarte, EdD	Elementary School Principal I	Catadman Elementary School
8	Estelita C. Saquin, PhD	Secondary School Head Teacher V	Ozamiz City National High School
9	Julita H. Bitay	Secondary School Head Teacher V	Ozamiz City School of Arts and Trades
10	Alie A. Bongcawil	Assistant School Principal II	Montol National High School
11	Mary Joy G. Doromal	Senior Education Program Specialist	SGOD, Division of Ozamiz City
Support Staff			
1	Rosalyn M. Lato	Senior Education Program Specialist	Process Observer
2	Anthony P. Marollano	Senior Education Program Specialist	QAME Officer
3	Jeanelei L. Carolino	Education Program Specialist II	Adviser
4	Samie B. Aso	Education Program Specialist II	QAME Officer
5	Maria Fritzie D. Amigable, PhD	Secondary School Head Teacher III	Documenter
6	Regie A. Cathedral	Information Technology Officer I	I.T. Specialist
7	Lynneth E. Bajao	Nurse II	Nurse-on-Duty
8	Shenefe B. Lomoctos	Project Development Officer I	Material Manager
9	Jefferson Y. Bolos	Job Order	Documenter

Divisional Training for Assessors on Deepening Expertise in Classroom Observation and Portfolio Assessment

May 6, 8,9,10, 2025 (Batch 1)

May 21-24, 2025 (Batch 2)

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	Resource Speaker / Facilitator
DAY 01 – May 6, 2025 (Batch 1); May 21, 2025 (Batch 2)		
8:00 - 10:00 a.m.	OPENING PROGRAM <ul style="list-style-type: none"> National Anthem Opening Prayer DepEd Quality Policy Statement Introduction of Participants Welcome Message Leveling of Expectation Training Objectives Schedule of Activities Training Norms 	JULITA H. BITAY (Batch 1) MARY JOY G. DOROMAL (Batch 2)
10:00 - 10:30 a.m.	Pre-training Assessment/ Pre-test	PMT/CORE TRAINER
10:30 a.m. – 12:00 p.m. (90 Mins.)	Session 1: Teacher Development Framework	FACI: DIONESIO L. LIWAGON, JR., CESE CO-FACI: JUVES C. COLARTE
12:00 - 1:00 p.m.	LUNCH BREAK	
1:00 - 1:10 p.m.	ENERGIZER	
1:10 - 3:00 p.m. (110 Mins)	Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program	FACI: ESTELITA C. SAQUIN CO-FACI: ALIE B. BONGCAWIL
3:00 - 3:30 p.m.	HEALTH BREAK	
3:30 - 5:00 p.m. (90 Mins.)	Session 3a: Procedures and Requirements for Reclassification	FACI: MARY JOY G. DOROMAL CO-FACI: JULITA H. BITAY
5:00 - 6:00 p.m.	Daily M&E and Instructions for Day 2 DEBRIEFING BY THE PMT	PMT/CORE TRAINER

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TIME	ACTIVITY	Resource Speaker Facilitator
DAY 02 – May 8, 2025 (Batch 1); May 22, 2025 (Batch 2)		
06:30 - 8:00 a.m.	BREAKFAST	
7:30 - 8:00 a.m.	MANAGEMENT OF LEARNING <ul style="list-style-type: none"> Opening Prayer Morning Energizer and Clearing House 	
8:00 - 10:00 a.m. (120 Mins.)	Session 3b: QS and Performance Requirements	FACI: LORENA P. RIVERA CO-FACI: IMELDA D. PONGASE
10:00 - 10:30 a.m.	HEALTH BREAK	
10:30 a.m. - 12:00 p.m. (90 Mins.)	Session 4: ETE and Performance	FACI: ALIE A. BONGCAWIL CO-FACI: MARY JOY G. DOROMAL
12:00 - 1:00 p.m.	LUNCH BREAK	
1:00 - 1:10 p.m.	ENERGIZER	
1:10 - 2:30 p.m. (80 Mins.)	Session 5: Overview of the PPST and its Indicators (COI and NCOI)	FACI: JUVES C. COLARTE CO-FACI: ESTELITA C. SAQUIN
2:30 - 3:00 p.m.	HEALTH BREAK	
3:00 - 5:00 p.m. (120 Mins.)	Session 6: Assessing the Demonstration of Classroom Observable Indicators (COIs)	FACI: JULITA H. BITAY CO-FACI: LORENA P. RIVERA
5:15 - 6:00 p.m.	Daily M&E and Instructions for Day 3 DEBRIEFING BY THE PMT	PMT/CORE TRAINER

TEACHER STANDARDS ASSESSORS PROGRAM

Expanded Career Progression System for Teachers



Att

TIME	ACTIVITY	Resource Speaker Facilitator
Day 3 – May 9, 2025 (Batch 1); May 23, 2025 (Batch 2)		
06:30 - 8:00 a.m.	BREAKFAST	
7:30 - 8:00 a.m.	MANAGEMENT OF LEARNING <ul style="list-style-type: none"> Opening Prayer Morning Energizer and Clearing House 	
8:00 - 9:30 a.m. (90 Mins.)	Session 7: Assessing the Demonstration of Classroom Observable Indicators (COIs) Continuation...	FACI: JULITA H. BITAY CO-FACI: LORENA P. RIVERA
9:30 - 10:00 a.m.	HEALTH BREAK	
10:00 a.m. - 12:00 p.m. (120 Mins.)	Session 8: Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOIs)	FACI: ESTELITA C. SAQUIN CO-FACI: ALIE A. BONGCAWIL
12:00 - 1:00 p.m.	LUNCH BREAK	
1:00 - 1:10 p.m.	ENERGIZER	
1:10 - 2:30 p.m. (90 Mins.)	Session 9: Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOIs) Continuation...	FACI: JUVES C. COLARTE CO FACI: ESTELITA C. SAQUIN
2:30 - 3:00 p.m.	HEALTH BREAK	
3:00 - 5:00 p.m. (120 Mins.)	Session 10: Behavioral Events Interview	FACI: IMELDA D. PONGASE CO-FACI: MARY JOY G. DOROMAL
5:00 - 5:30 p.m.	Daily M&E and Instructions for Day 4 DEBRIEFING OF THE PMT	PMT / CORE TRAINER

Att

TIME	ACTIVITY	Resource Speaker Facilitator
DAY 04 – May 10, 2025 (Batch 1); May 24, 2025 (Batch 2)		
06:30 - 8:00 a.m.	BREAKFAST	
7:30 - 8:00 a.m.	MANAGEMENT OF LEARNING <ul style="list-style-type: none"> Opening Prayer Morning Energizer and House Clearing 	
8:00 – 9:30 a.m. (90 Mins.)	Session 11: Behavioral Events Interview Continuation...	FACI: IMELDA D. PONGASE CO-FACI: ESTELITA C. SAQUIN
9:30 - 10:30 a.m. (60 Mins.)	Session 12: Action Planning	FACI: IMELDA D. PONGASE CO-FACI: ESTELITA C. SAQUIN
10:30 a.m. – 12:00 p.m.	<ul style="list-style-type: none"> Synthesis of Sessions Ways Forward 	FACI: IMELDA D. PONGASE
12:00 - 1:00 p.m.	LUNCH BREAK	
1:00 - 1:30 p.m.	Post-training Assessment/Post-test	PMT
1:30 - 2:30 p.m.	QAME	PMT
2:30 - 3:00 p.m.	CLOSING ACTIVITY	PMT