



Republic of the Philippines  
**Department of Education**  
 Region VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

April 3, 2025

**DIVISION MEMORANDUM**

NO. 187, s. 2025

**CONDUCT OF DIVISION-BASED ASSESSORS TRAINING ON EXPANDED CAREER PROGRESSION SYSTEM FOR TEACHERS: DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

TO: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elem & Sec School Heads  
 Section/Unit Heads  
 All Others Concerned

1. This Office, announces the conduct of Division-Based Assessors Training on Expanded Career Progression System for Teachers: Deepening on Classroom Observation and Portfolio Assessment in two batches to be held at Red Iron Hotel, Brgy. Capocan, Calbayog City on the following schedules:

Date	Batch	Participants
April 28 to May 1, 2025	Batch 1	Calbayog District School Heads and Administrative Officer II (AO II)
April 29 to May 2, 2025	Batch 2	Oquendo & Tinambacan School Heads and Administrative Officer II (AO II)

2. A one-day Compensatory-Time-Off shall be granted to all participants, program management team and training team on May 1, 2025 (Labor Day).

3. There will be a Planning & Finalization Conference and Walkthrough of the Sessions on April 10, 2025, 9:00 a.m. at the Division Conference Hall in preparation for the conduct of this activity. The participants of this planning conference are the members of the Program Management Team and Training Team. Attached are the Matrix of Activities and Shortlist of the Program Management Team and Training Team.

4. All other provisions related to this Issuance are still in effect and enforced.

5. Immediate dissemination of and compliance with this Memorandum are desired.



*for:*  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
 OIC Schools Division Superintendent  
 20 APR 2025





Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

Enclosure No. 2 of Div. Memo No. \_\_\_\_\_, s. 2025

Division-Based Assessors Training on Expanded Career Progression System for Teachers:  
 Deepening on Classroom Observation and Portfolio Assessment  
 Batch 1: April 28 To May 1, 2025  
 Batch 2: April 29 To May 2, 2025  
 @ Red Iron Hotel  
 Brgy. Capooacan, Calbayog City

**PROGRAM MANAGEMENT/TRAINING TEAMS**

Program Management Team (PMT)	Training Team
<p><b>Chair:</b> Dr. Margarito A. Cadayona, Jr, CESO VI  <i>OIC-Schools Division Superintendent</i></p> <p><b>Co-Chair:</b> Dr. Jun-Nilou D. Dulfo  <i>OIC- Asst. Schools Division Superintendent</i></p> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>▪ Dr. Renato S. Cagomoc, <i>Chief, CID</i></li> <li>▪ Dr. Avelina P. Tupa, <i>OIC-Chief, SGOD</i></li> <li>▪ Oscar D. Billate, Jr., <i>OIC-EPS (SGOD)</i></li> <li>▪ Marita P. Senolos, <i>SEPS (HRD)</i></li> </ul> <p><b>TWG/Secretariat:</b></p> <p><b>Batch 1:</b> <i>(Function Hall, 3<sup>rd</sup> Floor-Red Iron Hotel)</i></p> <ul style="list-style-type: none"> <li>▪ Marita P. Senolos, <i>SEPS (HRD)</i></li> <li>▪ Sharon D. Balza, <i>EPS II (SMN)</i></li> <li>▪ Gary H. Ballon, <i>ITO</i></li> </ul> <p><b>Batch 2:</b> <i>(Function Hall, Shakeys)</i></p> <ul style="list-style-type: none"> <li>▪ Rosalia M. Rivera, <i>EPS II (HRD)</i></li> <li>▪ Rina M. Aboganda, <i>EPS II (ALS)</i></li> <li>▪ Drixel Idol R. Ortega, <i>ADAS III/IT</i></li> </ul>	<p><b>Team Leader:</b> Dr. Jun-Nilou D. Dulfo  <i>OIC- Asst. Schools Division Superintendent</i></p> <p><b>Members:</b></p> <ol style="list-style-type: none"> <li>1.) Dr. Renato S. Cagomoc, <i>CID Chief</i></li> <li>2.) Dr. Avelina P. Tupa, <i>OIC-Chief, SGOD</i></li> <li>3.) Dr. Joy B. Saldaña, <i>EPS (Science)</i></li> <li>4.) Anabelle O. Yangzon, <i>PSDS</i></li> <li>5.) Marita P. Senolos, <i>SEPS (HRD)</i></li> <li>6.) Dr. Milaner R. Oyo-a, <i>Principal 4</i></li> <li>7.) Jennifer M. Alvarez, <i>AO IV (HRMO)</i></li> <li>8.) John Michael C. Jalayajay, <i>Principal I</i></li> <li>9.) Benjie A. Beduya, <i>HT II</i></li> </ol>

Prepared by:

**MARITA P. SENOLOS**  
 SEPS (HRD)

NOTED:

**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
 OIC-Schools Division Superintendent  
 SO #019 s. 2025







Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

Enclosure No. 1 of Div. Memo No. \_\_\_\_\_, s. 2025

Division-Based Assessors Training on Expanded Career Progression System for Teachers:  
 Deepening on Classroom Observation and Portfolio Assessment  
 Batch 1: April 28 To May 1, 2025  
 Batch 2: April 29 To May 2, 2025  
 @ Red Iron Hotel  
 Brgy. Capoocan, Calbayog City

**MATRIX OF ACTIVITIES**

D A Y 1

**Batch 1 - Calbayog Districts**

Time	Session Objectives	Activity	No. of Min.	Resource Speaker/ Facilitator
08:00 am - 09:45 am	To record attendance of participants; Provide training kits; Assign rooms.	Arrival, Registration and Room Assignment		Rosalia M. Rivera Marita P. Senolos TWG/Secretariat
09:45 am - 10:00 am	<i>Uninterrupted Health Break</i>		15	
10:00 am - 11:00 am	To open formally the program.	<b>Opening Program</b> Preliminaries  <i>Philippine National Anthem</i> <i>Prayer</i> <i>Calbayog Hymn</i> <i>Calbayog Ko Hymn</i> <i>DepEd Quality Statement</i>	60	TWG, Officer of the day
		Introduction of Participants		Marita P. Senolos <i>Senior Education Program Specialist (HRD)</i>
		Welcome Remarks		Dr. Jun-Nilou D. Dulfo <i>OIC- Assistant Schools Division Superintendent</i>
		Message		Dr. Margarito A. Cadayona, Jr., CESO VI
		Purpose/ Overview of the Program		Dr. Renato S. Cagomoc <i>Chief, CID</i>
		Training Objectives Schedule of Activities Training Norms		Dr. Avelina P. Tupa <i>OIC-Chief, SGOD</i>
		Documentation/ Photo Opportunity		Drixel Idol R. Ortega <i>ADAS III/IT</i>
11:00 am - 12:00 am	To determine pre-existing knowledge/ Initial understanding of the measures stated in the Training objectives.	<b>Pre-training Assessment</b>	30	Oscar D. Billate, Jr. <i>OIC-EPS (SGOD)</i>
12:00 nn - 01:00 pm	<i>Lunch Break</i>		60	
01:01 pm - 02:00 pm	To present background and current context of HROD in relation to career progression.	<b>Session 1: HROD Framework and Updates</b>	60	Dr. Renato S. Cagomoc, EdD, DM, <i>Chief, CID</i>



Republic of the Philippines  
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 Region VIII  
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02:01 pm - 03:00 pm	To discuss the standards-based Career Progression System, Teacher Reclassification process, and Assessors' Program and the role of an 'assessor'.	<b>Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program</b>	60	Dr. Jun-Nilou D. Dulfo <i>OIC-Assistant Schools Division Superintendent</i>
03:00 pm - 03:15 pm	Uninterrupted <i>Health Break</i>		15	
03:16 pm - 04:45 pm	To discuss the standards-based Teacher Reclassification process.  To introduce and discuss the elements of the MTPPS Form.	<b>Session 3a: Procedures and Requirements for Promotion (Natural Vacancy and Promotion)</b> <i>Workshop 0: Accomplishment of MTRF</i>	90	Milaner R. Oyo-A <i>Principal IV</i>
04:46 pm - 05:00 pm	To review output of the day and discuss programmed activities	Instructions/Mechanics for Day 2	15	PMT, Officer of the day

	in the succeeding days; Ensure maintained focus on achieving the end-goal of the day.			
05:00 pm - 05:30 pm	<i>Debriefing of the PMT</i>			PMT/TWG, Resource Persons
06:00 pm - 08:00 pm	<i>Dinner</i>			
Officer of the Day				<i>Marita P. Senolos</i>

**DAY 2**

<b>Time</b>	<b>Session Objectives</b>	<b>Activity</b>	<b>No. of Min.</b>	<b>Resource Speaker/Facilitator</b>
06:30 am - 08:00 am	<i>Breakfast</i>			
08:01 am - 08:30 am	To open formally the program for Day 2.	<b>Preliminary Activities</b> Prayer Morning Energizer and Recap Day 2 schedule of activities	30	TWG/Officer of the day
08:31 am - 09:45 am	To present new QS and performance requirements in relation to application for higher teaching position;  To demonstrate how to accomplish Parts I & 2 of the MTPPS with Teacher-Applicant's POV.	<b>Session 3b: QS (new) and Performance Requirements</b> <i>Workshop 1: Accomplishment of MTRF (Part I &amp; II – QS &amp; Performance)</i>	75	Dr. Joy B. Saldaña <i>EPS-Science</i>





Republic of the Philippines  
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09:45 am - 10:00 am	<i>Uninterrupted Health Break</i>		15	
10:01 am - 10:45 am	<p>To present new QS and performance requirements in relation to application for higher teaching position;</p> <p>To demonstrate how to accomplish Parts I &amp; 2 of the MTPPS with Teacher-Applicant's POV.</p>	<p><b>Cont... Session 3b: QS (new) and Performance Requirements</b></p> <p><i>Workshop 1: Accomplishment of MTRF (Part I &amp; II - QS &amp; Performance)</i></p>	45	Dr. Joy B. Saldaña <i>EPS-Science</i>
10:46 am - 12:00 nn	<p>To introduce tools in assessing teacher-applicants' qualifications for promotion, based on existing criteria and parameters;</p> <p>To demonstrate computation of Education, Training, Experience (ETE) and Performance criteria that comprise 30% (ETE) and 30% (Performance) and of the total points for reclass.</p>	<p><b>Session 4: ETE and Performance (Chapters 2 &amp; 3)</b></p> <p><i>Workshop 1a: Simulation of ETE and Performance Computation using sample application documents</i></p> <p><i>Workshop 1b: Processing</i></p>	75	Dr. Avelina P. Tupa, EdD <i>OIC-Chief, SGOD</i>
12:00 nn - 01:00 pm	<i>Lunch Break</i>		60	
01:01 pm - 01:45 pm	<p>To introduce tools in assessing teacher-applicants' qualifications for promotion, based on existing criteria and parameters;</p>	<p><b>Cont... Session 4: ETE and Performance (Chapters 2 &amp; 3)</b></p> <p><i>Workshop 1a: Simulation of ETE and Performance Computation using sample application documents</i></p>	45	Dr. Avelina P. Tupa, EdD <i>OIC-Chief, SGOD</i>
	<p>To demonstrate computation of Education, Training, Experience (ETE) and Performance criteria that comprise 30% (ETE) and 30% (Performance) and of the total points for reclass.</p>	<i>Workshop 1b: Processing</i>		
01:46 pm - 03:15 pm	<p>To present Classroom Observation Indicators (COIs) and Non-Classroom Indicators (NCOIs) and their Rubrics as reference for the remaining evaluative assessment comprising 25% (COI) and 15% (NCOI)</p>	<p><b>Session 5: Presentation of COIs and NCOIs and Rubric (per position)</b></p>	90	Dr. Joy B. Saldaña <i>EPS-Science</i>



Republic of the Philippines  
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 Region VIII  
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03:15 pm - 03:30 pm	<i>Uninterrupted Health Break</i>		15	
03:31 pm - 04:45 pm	To present Classroom Observation Process and Requirements;  To demonstrate assessment process for COI in the assessors' POV.	<b>Session 6: Classroom Observation Protocols</b>	75	John Michael C. Jalayajay <i>Principal 1</i>
04:46 pm - 05:00 pm	<i>Daily M&amp;E and Instructions for Day 3</i>		15	PMT, Officer of the day
05:00 pm - 05:30 pm	<i>Debriefing of the PMT</i>		30	PMT/TWG, Resource Persons
06:00 pm - 08:00 pm	<i>Dinner</i>			
Officer of the Day				<i>Milaner R. Oyo-a</i>

DAY 3

Time	Session Objectives	Activity	No. of Min.	Resource Speaker/ Facilitator
06:30 am - 08:00 am	<i>Breakfast</i>			
08:00 am - 08:30 am	To open formally the program for Day 3.	<b>Preliminary Activities</b> Prayer Morning Energizer and Recap Day 3 schedule of activities	30	TWG, Officer of the day
08:31 am - 9:45 am	To present Classroom Observation Process and Requirements;  To demonstrate assessment process for COI in the assessors' POV.	<b>Cont... Session 6: Classroom Observation Protocols</b> Workshop 2a: Simulation of Classroom Observation	75	John Michael C. Jalayajay <i>Principal 1</i>
09:46 am - 10:00 am	<i>Uninterrupted Health Break</i>		15	
10:01 am - 12:00 nn	To present Classroom Observation Process and Requirements;  To demonstrate assessment process for COI in the assessors' POV.	<b>Cont... Session 6: Classroom Observation Protocols</b> Workshop 2b: Processing Workshop 2c: Accomplishment of MTPPS COI Portion	75	John Michael C. Jalayajay <i>Principal 1</i>
12:00 nn - 01:00 pm	<i>Lunch Break</i>		60	





Republic of the Philippines  
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 Region VIII  
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01:01 pm - 03:15 pm	To present Non-Classroom Observation Process and Requirements; To demonstrate assessment process for NCOI in the assessors' POV.	<b>Session 7: Evaluation of NCOI Annotations</b> <i>Workshop 3a: Simulation of NCOI Evaluation</i> <i>Workshop 3b: Processing</i> <i>Workshop 3c: Accomplishment of MTPPS NCOI portion</i>	225	Benjie A. Beduya <i>Head Teacher 2</i>
03:16 pm - 03:30 pm	<i>Uninterrupted Health Break</i>		15	
03:31 pm - 04:45 pm	To present Non-Classroom Observation Process and Requirements; To demonstrate assessment process for NCOI in the assessors' POV.	<b>Cont... of Session 7: Evaluation of NCOI Annotations</b> <i>Workshop 3a: Simulation of NCOI Evaluation</i> <i>Workshop 3b: Processing</i> <i>Workshop 3c: Accomplishment of MTPPS NCOI portion</i>		Benjie A. Beduya <i>Head Teacher 2</i>
04:46 pm - 05:00 pm	<i>Daily M&amp;E and Instructions for Day 4</i>		15	PMT, Officer of the day
05:00 pm - 05:30 pm	<i>Debriefing of the PMT</i>		30	PMT/TWG, Resource Persons
06:00 pm - 08:00 pm	<i>Dinner</i>			
Officer of the Day				<i>Dr. Joy B. Saldaña</i>

DAY 4

Time	Session Objectives	Activity	No. of Min.	Resource Speaker/Facilitator
06:30 am - 08:00 am	<i>Breakfast</i>			
08:01 am - 08:30 am	To open formally the program for Day 4.	<b>Preliminary Activities</b> Prayer Morning Energizer and Recap Day 4 schedule of activities	30	TWG, Officer of the day
	To discuss the concepts, steps, and processes in the conduct of the Behavioral Events Interview (BEI);	<b>Session 8: Behavioral Events Interview</b> <i>Workshop 4a: Scenario-based workshop on BEI</i> <i>Workshop 4b: Processing</i>	225	Anabelle O. Yangzon PSDS





Republic of the Philippines  
**Department of Education**  
 Region VIII  
 SCHOOLS DIVISION OF CALBAYOG CITY

08:31 am - 9:45 am	To describe the S.T.A.R approach in conducting the BEI; and  To craft sample questions to be used during BEI.			
09:46 am - 10:00 am	<i>Uninterrupted Health Break</i>		15	
10:01 am- 12:00 nn	To discuss the concepts, steps, and processes in the conduct of the Behavioral Events Interview (BEI);	<b>Cont... of Session 8: Behavioral Events Interview</b> <i>Workshop 4a: Scenario-based workshop on BEI</i>  <i>Workshop 4b: Processing</i>		Anabelle O. Yangzon PSDS

	To describe the S.T.A.R approach in conducting the BEI; and  To craft sample questions to be used during BEI.			
12:01 nn - 01:00 pm	<i>Lunch Break</i>		60	
01:01pm - 01:45pm	To discuss DO 20, s. 2024 and PMES	<b>Session 9:</b> ▪ <b>DO No. 20, s. 2024</b> ▪ <b>Performance Management &amp; Evaluation System (PMES)</b>	45	Dr. Jun-Nilou D. Dulfo OIC- Assistant Schools Division Superintendent
01:46pm - 02:30pm	To facilitate the WAP of the participants in the conduct of their school orientation on the Expanded Career Progression System (ECPS)	<b>Session 10: Facilitating the Work Application Plan (WAP)</b> <i>Workshop 5a: Workshop on WAP</i> <i>Workshop 5b: Processing</i>	45	Marita P. Senolos SEPS (HRD)
02:31 pm - 03:00 pm	To determine post-understanding of the measures stated in the training objectives.	<b>Post-training Assessment</b>	30	Oscar D. Billate, Jr. OIC-EPS (SGOD)
03:01 pm - 03:15 pm	<i>Uninterrupted Health Break</i>		15	







Republic of the Philippines  
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 Region VIII  
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03:16 pm - 05:00pm	To synthesize the proceeding and output of the 4-day activity. To provide directions on the succeeding actions/ development of Assessors Program and Career Progression. To formally close the program.	<b>Closing Program</b> Synthesis of Sessions Ways Forward and Closing Remarks Activity Evaluation	105	Dr. Avelina P. Tupa <i>OIC-Chief, SGOD</i>  Marita P. Senolos Rosalia M. Rivera
Officer of the Day				<i>Anabelle O. Yangzon</i> PSDS

Prepared by:

*jm*

**MARITA P. SENOLOS**

Senior Education Program Specialist  
 (Human Resource Development)

NOTED:

*for*

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**MARGARITO A. CADAYONA JR., PhD, CESO VI**

OIC-Schools Division Superintendent

SD # 019 9. 2025

