



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-0046

**To :** Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief of the Schools Governance and Operation Division  
 Public Schools District Supervisors  
 All School Heads, Teachers, and Stakeholders  
 All Concerned

**Subject :** **PARTICIPATION TO THE REGIONAL TRAINING OF TRAINERS (RTOT) ON ASSESSORS TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

**Date :** November 20, 2024

Attached is the letter from the Regional Director (RM) **Regional Training of Trainers (RTOT)** focused on Assessors Training and the Deepening of Skills in Classroom Observation and Portfolio Assessment. This important event is scheduled from **November 26-29, 2024**. The specific location of the training will be announced in a separate memorandum.

The following personnel will be attending this training:

No	Name	Designation	Office/School
1.	Basilio P. Mana-ay Jr., CESO VI	ASDS	SDO-ASDS
2.	Ailene B. Anonuevo, PhD	CHIEF ES	SDO-SGOD
3.	Raul E. Gacus	AO-V	SDO-ADMIN
4.	Neo Carlo R. Magno	AO-IV	SDO-HRMO



Schools Division Office of Panabo City  
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SCHOOLS DIVISION OF PANABO CITY

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Travel and other incidental expenses relative to the participation to the said activity shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.

For information and guidance.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

For an in the absence of the Schools Division Superintendent

**DJHOANE C. AGUILAR**  
Education Program Supervisor  
Office In-Charge  
Office of the Schools Division Superintendent

**RELEASED**

**NOV 22 2024**

RECORDS SECTION SDO PANABO CITY

BY

Enclosed as Stated  
ASDS/BPM/KDU



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24-37787



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

October 10, 2024

REGIONAL MEMORANDUM  
 HRDD-2024-251

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

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. This has reference to DM-OUHROD-2024-1994, entitled Program Matrix, Cost Estimates, and Technical Specifications for the Conduct of Regional Assessors Training in relation to the Implementation of EO 174 also known as Expanded Career Progression System for Teachers, be informed that the activity is scheduled on November 26-29, 2024. The specific venue will be announced via a separate memorandum. Relevant details are found in the enclosures. The number of participants per Schools Division Office (SDO) is presented below:

SDOs	Number of Participants
Davao City	4
Davao de Oro	4
Davao del Norte	4
Davao del Sur	4
Davao Occidental	4
Davao Oriental	4
Digos City	4
IGACOS	4
Mati City	4
Panabo City	4
Tagum City	4

2. The final list of participants signed by the Schools Division Superintendents may be uploaded through <https://shorturl.at/mJyJf> on or before October 15, 2024. Each participant is requested to confirm their attendance via <https://shorturl.at/92RoC> not later than October 20, 2024.

3. Immediate dissemination of this Memorandum is directed.

DEPARTMENT OF EDUCATION ROXI

**ALLAN G. FARRAZO**  
 Director IV

RELEASED

Encl.: As stated  
 ROH3/glu



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph

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Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2024-1994

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD  
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development  
and School Infrastructure and Facilities

SUBJECT : PROGRAM MATRIX, COST ESTIMATES, AND TECHNICAL  
SPECIFICATIONS FOR THE CONDUCT OF REGIONAL  
ASSESSORS TRAINING

DATE : 02 October 2024

In reference to DM-OUHROD-2024-0577 with the subject: **Program Support Fund Utilization Guidelines for the Regional Assessors' Training in Relation to the Implementation of EO 174 re: Expanded Career Progression System for Teachers** and following the virtual meeting held last 25 September 2024, the Bureau of Human Resource and Organizational Development through the Human Resource Development Division (BHROD-HRDD) herewith provides the following details necessary for the processing of procurement-related matters subject to the existing budgeting, accounting, auditing, and procurement rules and regulations:

- Training Matrix/Program Design (Annex A)
- Cost Estimates/Allowable Expenses charged to PSF (Annex B)
- Technical Specification (Annex C)

All inquiries and clarifications on this Memorandum shall be coordinated with the BHROD-HRDD through Ms. Ruby Chanda J. Crisostomo or Mr. Raymond C. Oplado at telephone no. (02) 8470-6630 or email address at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your reference and appropriate action.

Copy furnished:  
OFFICE OF THE SECRETARY





# ANNEX A

## TRAINING MATRIX/PROGRAM DESIGN

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs
1	1 hour	Session 1: Teacher Development Framework	Present background and current context of Teacher Development Framework in relation to career progression.	Lecture	Reflection
2	1 hour	Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program	Discuss the standards-based Career Progression System, Teacher Promotion process, the Assessors' Program, and the role of an 'Assessor'	Lecture Feedback session (open forum) Self-reflection	Expanded Career Progression Policy and the Assessors Program (presented)  Consolidated feedback (questions, comments, insights) from participants
3a	1 hour & 15 mins.	Session 3a: Procedures and Requirements for Reclassification	Discuss the standards-based Teacher Reclassification process  Introduce and discuss the elements of the M-TPPS Form	Sharing session Lecture  Different procedures and requirements in the process of reclassification.  Process applicable to the new system of reclassification by virtue of EO 174.  Feedback session (open forum)	Appreciated the procedures and requirement for reclassification through a reflective journal.
3b	2 hours	Session 3.b: QS (new) and Performance Requirements  Workshop 1: Accomplishment of MTPPS (Part I & II - QS & Performance)	Present new QS and performance requirements in relation to application for higher teaching position;  Demonstrate how to accomplish Parts I & 2 of the MTPPS with Teacher Applicant's POV	Discussion and analysis of case/scenario  Problem-solving exercise  Workshop	Accomplished MTPPS (Parts I and II)  Consolidated feedback (questions, comments, insights) from participants
4	1 hour & 30 mins.	Session 4: ETE and Performance (Chapters 2 & 3)  Workshop 1a: Simulation of ETE and Performance Computation using sample application documents	Introduce tools in assessing teacher-applicants' qualifications for promotion, based on existing criteria and parameters;  Demonstrate computation of Education, Training, Experience (ETE) and Performance criteria that comprise 30% (ETE) and 30% (Performance) and of	Activity  1. The participants will be grouped by region. An Activity Sheet will be distributed to each group. The group will compute the ETE and performance and present it to the plenary after 15 minutes.  Analysis  1. Questions eliciting higher order thinking skills will be thrown to the participants for	Accomplished Modified Teacher Preparation Pay Schedule (M-TPPS) (with correct rating for ETE and Performance)



		Workshop 1b: Processing	the total points for reclass	<p>them to assess and reflect on their experiences during the workshop.</p> <p><b>Abstraction</b></p> <p>1. Deepening of the contents through discussion and guided simulation of another sample of computation of ETE and Performance of an applicant</p> <p><b>Application</b></p> <p>1. The group will take the copies of the application documents they brought along with them.</p> <p>2. The participants will assess the ETE and Performance of the Applicant</p> <p>3. The participants will use the M-TPPS as their final output to be presented.</p> <p>4. The selected group will present their output for critiquing and suggestions.</p>	
5	1 hour & 30 mins.	Session 5: Presentation of COIs and NCOIs and Rubric (per position)	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>Lecture</p> <p>Group discussion</p> <p>Q&amp;A</p>	<p>List of COIs and NCOIs</p> <p>Consolidated feedback (questions, comments, insights) from participants</p>
6	3 hours & 30 mins.	<p>Session 6: Assessing the Classroom Observable Indicators</p> <p>Workshop 2a: Simulation of Classroom Observation</p> <p>Workshop 2b: Processing</p> <p>Workshop 2c: Accomplishment of MTPPS COI portion</p>	<p>Deepen understanding of classroom observations vis-a-vis protocols and requirements.</p> <p>Demonstrate competence in assessing and rating classroom observations.</p> <p>Express commitment in upholding focused, unbiased, evidence-based, and consensual classroom observation assessment for continuous improvement and improved learning outcomes.</p>	<p><b>Priming</b></p> <p>Winning Memory (Classroom Observation Charades)</p> <p><b>Activity</b></p> <p>1. Warm-up (Observation Notes Form)</p> <p>2. Warm-up (Rating Sheet, Inter-observer Agreement Form)</p> <p><b>Analysis</b></p> <p><b>Abstraction</b></p> <p>1. Classroom Observation in the ECP</p> <p>2. Classroom Observation in the Big Picture of the Assessment Process</p> <p>3. Classroom Observation protocols</p> <p><b>Application</b></p> <p>1. Simulation of classroom observation</p> <p>2. Processing</p> <p>3. Reflection</p> <p><b>Closing</b></p>	<p>Accomplished COT-ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form)</p> <p>Accomplished Modified-Teacher Preparation Pay Schedule (M-TPPS) Form-COI Portion</p> <p>Journal Reflection</p>



7	3 hours & 15 mins.	<p>Session 7: Evaluation of NCOI Annotations or BEI</p> <p>Workshop 3a: Simulation of NCOI Evaluation</p> <p>Workshop 3b: Processing</p> <p>Workshop 3c: Accomplishment of MTPPS NCOI portion</p>	<p>Present Non-Classroom Observation Process and Requirements;</p> <p>Demonstrate assessment process for NCOI in the assessors' POV</p>	<p><b>Activity 1</b> <i>Non-Classroom Observable Indicators' Definition Window</i></p> <p><b>Analysis</b> Asks questions based on the experienced activity e.g. NCOI definition, practices in assessing teacher's attainment of NCOI's, and MOVs of NCOIs.</p> <p><b>Abstraction</b> Discussion on the following:  1. The Non-Classroom Observable indicators (NCOIs)  2. Teachers' attainment of the PPST NCOIs  3. PPST Domains and Strands  4. Teacher-Applicant's Annotations  5. Portfolio Annotations Form (PAF)  6. Interview  7. NCOI Annotation Form  8. Rubric for the Demonstration of NCOI through Portfolio Annotation  9. Rubric for the Actual and Potential Demonstration of NCOI through Interview  10. NCOI Rating Sheet  11. NCOI Inter-Assessor Agreement Form</p> <p><b>Activity 2</b> <i>Logical Sequencing of Processes</i></p> <p><b>Analysis</b> Asks questions based on the experienced activity.</p> <p><b>Abstraction</b> Discussion on the protocols and steps in assessing the demonstration and understanding of the BNCOs of teacher-applicants through Portfolio Annotation</p> <p><b>Application:</b>  1. Participants will be given a task card to simulate the assessment and rating of the non-classroom observable indicators.  2. Outputs will be processed.</p> <p><b>Closing</b></p>	
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8	1 hour & 30 mins.	<p>Session 8: Behavioral Events Interview</p> <p>Workshop 4a: Scenario-based workshop on BEI</p> <p>Workshop 4b: Processing</p>	Discuss pointers in effective facilitation of Assessors Training rollout	<p>Simulation, role-playing, scenario-based workshop</p> <p>Reflective practice through self-reflection/self-analysis and processing of experience from activities</p>	<p>Accomplished Interview Rating Sheet, Interviewer's Notes, and MTPPS (with rating for interview)</p> <p>Consolidated feedback (questions, comments, insights) from participants</p>
9	1 hour & 30 mins	<p>Session 9: Walkthrough of Session Guides</p> <p>Workshop 5a: Scenario-based workshop on facilitation</p> <p>Workshop 5b: Processing</p>	Discuss pointers in effective facilitation of Assessors Training rollout	<p>Group discussion, simulation, and problem-solving exercise</p> <p>Self-reflection/self-analysis exercise and processing of experience from activities</p>	<p>Notes/Observations from the Oral Presentations</p> <p>Consolidated feedback (questions, comments, insights) from participants</p>
10	2 hours and 30 mins	Planning Session for Regional Rollout	Prepare action plans for the rollout of Assessors Training in the Regions	<p>Brainstorming group session</p> <p>Plenary and group discussion/presentation</p> <p>Self-reflection/self-analysis exercise</p>	Implementation Plan per Region



**TECHNICAL SPECIFICATIONS**  
(prescribed)

Activity Title	Regional Assessors Training			
Date of Activity	Estimated Number of Pax	Min. Guaranteed Pax	Target Venue and Accommodation	Budget Estimates
<i>*to be determined by the RO-PMT</i>	a. 4 pax per SDO b. 10 RO-PMT and Trainers/RPs, CO representative and select members of the NTWG <i>*may employ additional RO-PMT and Trainers/RPs depending on the number of pax, subject to availability of funds</i>	<i>*to be determined by the RO-PMT</i>	<i>*to be determined by the RO-PMT</i>	<i>*refer to the amount indicated in the Sub-ARO</i>

**Number of Days:** 4 days

**Desired Venue and/or Function:** *\*to be determined by the RO-PMT*

**Type of Accommodation:**

- Board and Lodging (Full Board)
  - Twin/Triple Sharing Rooms (separate beds)
  - 24-Hour Hot and Cold Shower
  - Clean Beddings, Rooms, and Restrooms
    - Arrival: 2:00 PM (Day 1)
    - Check-out time: 12:00 PM (Day 4)
  - Provision of toiletries (towel, soap, etc.)

Function Room Requirements:
• One (1) function room that can accommodate the identified number of pax, flexible for training workshop and group activities
• Free from outside noise; Well-lighted and well-ventilated
• Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>○ At least one (1) LCD projectors and with wide screen</li> <li>○ At least three (3) whiteboards with whiteboard pen and eraser</li> <li>○ Complete set of sound system</li> <li>○ At least five (5) extension cords</li> <li>○ At least three (3) microphones</li> <li>○ Podium/lectern</li> </ul>
• Unlimited free and strong access to internet/Wi-Fi in all areas of venue
• Function room set-up: U-shape type
• Two (2) tables for the Secretariat (Registration Area)



- Provision of waste baskets/trash cans
- Free from obstructions such as pillars or posts or anything that may obstruct participants' view

#### Meal Requirements:

- First Meal: *Lunch*,
- Last Meal: *PM Snacks*,

MEALS	Day 1 (XXXX XXX)	Day 2 (XXXX XXX)	Day 3 (XXXX XXX)	Day 4 (XXXX XXX)
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓
Dinner	✓	✓	✓	

- Managed buffet with stand-by waiters (Breakfast, Lunch, and Dinner)
- For breakfast: 2 main dishes, rice, bread, choice of hot tea/chocolate or coffee
- For lunch and dinner: 3 main dishes (fish; choice of meat: chicken, pork or beef; and vegetables, soup, rice, dessert, and drinks)
- AM and PM snacks: sandwich/pasta/kakanin; with drinks
- Free flowing coffee and/or tea
- Candies and chips

#### Travel Arrangements:

- Provision of service vehicle for participants organizers to and from the identified venue, if needed

#### Other Requirements:

- Maintaining cleanliness and regular disinfection of the following areas: function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
- Provision of disinfectant alcohol in all common areas
- With appropriate parking area
- With 24-hour security, front desk and housekeeping services



**Budget Estimate  
(Region XI)**

Region	Particular	Qty/ Pax	No. of Days	Rate	Total Amount
<b>Region XI</b>	Board and Lodging	54	4	2,000.00	432,000.00
	Supplies & Materials	54		300.00	16,200.00
	Travel Expenses - HRDD/TWG	5		14,500.00	72,500.00
	Contingency			4,500.00	4,500.00
					<b>525,200.00</b>

**Determination of Pax:**

- **Four (4) pax per SDO** to be selected by the RO-PMT based on the following:
  - a. Member of the HRMPSB or its sub-committee/s for teacher promotion (Master Teacher, Head Teacher, School Head, Supervisor, SGOD/CID Chief)
  - b. With high proficiency in training facilitation as resource speaker (preferably NEAP-recognized trainer/facilitator)
  - c. With experience in IPCRF assessment for teachers, conducting classroom observation, and provision of feedback
  - d. Trained in the implementation of PPST assessment for L&D purposes
  - e. With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly PPST
  - f. Trained in the implementation of RPMS-PPST
  - g. With Outstanding performance rating in the RPMS

- Ten (10) RO-PMT and Trainers/Resource Persons trained during the NTOT, CO representatives, and select members of the NTWG

*\*may employ additional RO-PMT and Trainers/Resource Persons depending on the number of pax, subject to availability of funds*