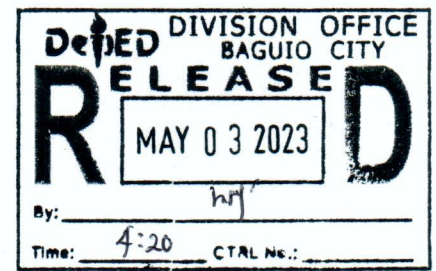




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



03 May 2023

DIVISION MEMORANDUM

No. 172, s. 2023

**CONDUCT OF TEACHER REFLECTION WRITTEN EXAMINATION
 FOR TEACHER I APPLICANTS**

To : Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Division HRMPSB Members and Sub-Committees
 Teacher I Applicants
 All Others Concerned

1. Relative to the preparation of the Registry of Qualified Teacher I Applicants for SY 2023-2024, this Office announces the simultaneous conduct of Teacher Reflection Written Examination on **May 24, 2023**, from **9:00 am to 10:00am** at the following venues, to wit:

LEVEL/DISTRICT	VENUE
I. ELEMENTARY LEVEL	
• District I	Manuel L. Quezon ES
• District II	San Vicente NHS
• District III	Baguio SPED Center
• District IV	Mabini ES
• District V	Manuel Roxas ES
• District VI	Josefa Cariño ES
• District VII	Quezon Hill ES
• District VIII	Lucban ES
• District IX	Magsaysay ES
• District X	San Vicente NHS
II. JUNIOR HIGH SCHOOL	BCNHS Library and Computer Rooms
III. SENIOR HIGH SCHOOL	SDO Conference Hall

2. The following evaluative assessment tools will be used to measure the teacher applicant's understanding of the non-classroom observable indicators (DO 007, s. 2023):

- a. **Teacher Reflection Form (Annex N)** is used to demonstrate how the teacher applicant exhibits each of the non-classroom observable indicators by writing down narratives and reflection based on specific situations and experiences as guided by prompt questions.





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- b. **Rubrics for Rating the TRF (Annex O)** is used to rate the teacher applicant's responses in the TRF.
 - c. **Inter-Evaluator Agreement Form (Annex P)** is used to indicate the rating/level attained by the Teacher applicant in each of the NCOIs.
3. Administrators of the TRF shall ensure that the following protocols in the administration of TRF are judiciously followed (*DO 007, s. 2023*):
- a. The TRF evaluators or sub-committees shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols of TRF administration and evaluation, and the recruitment and selection process.
 - b. Two (2) to three (3) TRF evaluators shall rate the accomplished TRFs.
 - c. TRF evaluators must not be related to the applicant within the third degree of consanguinity or affinity.
 - d. The TRF shall be accomplished on the spot.
 - e. Teacher applicants shall be given 45 minutes to one (1) hour to accomplish the complete set of the TRFs.
 - f. Administration of the TRF shall be conducted face-to-face unless restriction is issued by the proper authorities.
 - g. Each TRF evaluator shall individually assess the teacher applicant's TRF based on the narrative and responses. They should focus on the content and not on the quantity of narratives or experiences. Long answers do not necessarily merit an Exemplary rating.
 - h. TRF evaluators shall use the portion "Comments from the Evaluator" to write down statement/s that support the given rating.
 - i. An Inter-Evaluator Agreement Exercise shall be done whereby all evaluators, after rating the TRFs individually, meet to discuss the teacher applicant's rating in each indicator, and arrive at a collegial final rating. The final rating is not an average of each evaluators' ratings. It shall be based on objective, reasoned, and consensual judgment.
4. For a smooth conduct of the examination, teacher applicants shall be guided with the following:
- a. Be at the venue at least 15 minutes before the examination.
 - b. Bring ID for identification.
 - c. Bring a ballpen.
 - d. Cellphones should be turned off.
 - e. Observe the proper dress code.
 - f. Answer sheets will be provided by the TRF administrators.
5. All participants to the said examination shall observe the minimum proper health protocols such as wearing of face masks, hand washing, disinfecting, and physical distancing.





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6. Sub-committee Chairpersons are instructed to closely coordinate with the applicants within their level/district/subject area regarding the teacher reflection examination.
7. For any queries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
8. Immediate and wide dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

For the OIC-Schools Division Superintendent:

CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent

