



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



June 17, 2025

**DIVISION MEMORANDUM**

No. **358-2025**

**DIVISION TRAINING OF TRAINERS (DTOT) ON ASSESORS TRAINING AND  
DEEPENING ON CLASSROOM OBSERVATION AND  
PORTFOLIO ASSESSMENT**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary & Secondary School Heads  
Others Concerned

1. Relative to DM-OUHROD-2025-0554 covering the conduct of “*HRMPSB Assessors Training: Deepening on Initial Evaluation and Assessment at the SDO Level*”, this office, through the Office of the Schools Division Superintendent and Division Human Resource Merit Placement and Selection Board (HRMPSB) informs the field that the conduct of the DTOT training will be on **June 26-27, 2025** at the **ION Hotel, Legarda Road, Baguio City**.
2. The objective of the training are as follows:
  - a. Discuss the salient points of EO 174 and the reclassification process;
  - b. Evaluate the achievements of the qualification and performance requirements of applicants;
  - c. Apply the increments table, rubric, and formula in computing the scores on education, training and experience (ETE), and performance;
  - d. Simulate the assessment of classroom observable indicators (COI) and Non-Classroom Observable Indicators (NCOI); and
  - e. Apply the STAR approach in conducting the BEI.
3. Enclosure 1: List of Participants  
Enclosure 2: Program Matrix
4. For questions and/or concerns, kindly contact Ms. Nieves D. Ebanio, Administrative Officer V or Mr. Christorey Simangan, Administrative Officer III – HRMO through (074) 442 7819 / (074) 665 1231.
5. Immediate wide dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent



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**Enclosure 1: List of Participants**

No.	NAME	SCHOOL AGENCY	DESIGNATION
1	Soraya T. Faculo	SDO Baguio City	SDS
2	Carmel F. Meris	SDO Baguio City	ASDS
3	Niño M. Tibangay	SDO Baguio City	CES, SGOD
4	Juliet Sannad	SDO Baguio City	CES, CID
5	Nixon Elahe	SDO Baguio City	PSDS
6	Rosanna Dizon	SDO Baguio City	PSDS
7	Rey Gapasin	SDO Baguio City	PSDS
8	Nancy Dumalili	SDO Baguio City	PSDS
9	Rosie Beel Marso	SDO Baguio City	PSDS
10	Lourdes Lomas-E	SDO Baguio City	PSDS
11	Jayrerose Guevara	SDO Baguio City	PSDS
12	Brendalee Awingan	SDO Baguio City	PSDS
13	Marilyn Tami-Ing	SDO Baguio City	PSDS
14	Santiago Bugtong	SDO Baguio City	PSDS
15	Marilyn Api-It	SDO Baguio City	PSDS
16	Sydney Cariño	SDO Baguio City	EPS
17	Francisco Copsiyan	SDO Baguio City	EPS
18	Nora Dalapnas	SDO Baguio City	EPS
19	Mary Jane Malihod	SDO Baguio City	EPS
20	Lolita Manzano	SDO Baguio City	EPS
21	Armi Victoria Fiangaan	SDO Baguio City	EPS
22	Virginia Alindayo	SDO Baguio City	EPS
23	Marina Tabangcura	SDO Baguio City	EPS
24	Nieves Ebanio	SDO Baguio City	AO V
25	Ma. Louella Moncada	SDO Baguio City	AO IV
26	Christorey Simangan	SDO Baguio City	AO III
27	Abegail Joy Martillana	SDO Baguio City	AO II
28	Josef Erick Oliveros	SDO Baguio City	TS I
29	Mark Ronald Cabatic	SDO Baguio City	ADAS III
30	Rommel Manzano	SPED CENTER	SP III
31	Decky Beloken	Holy Ghost Ext. Es	HT I
32	Lucia Casim	Pinget NHS	SP I
33	Jea Dumag	SDO Baguio City	AA VI
34	Ma. Lorena Galera	SDO Baguio City	ADAS III
35	Airah Mae Ongngad	SDO Baguio City	PDO I
<b>DISTRICT 1</b>			
36	Sharon Christianie R. Castillo	Rizal ES	School Head
37	Gemma N. Lomboy	Gibraltar ES	School Head
38	Pamela S. Andulan	Lindawan ES	School Head



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39	Kimberly Joy M. Aclopen	Quezon ES	Master Teacher
40	Joel A. Hinay	Rizal NHS	Master Teacher
41	Airah K. D. Naron	Quezon ES	AO II
42	Patricia Veronica B. Torres	Gibraltar ES	AO II
<b>DISTRICT 2</b>			
43	Remedios Quinio	Fort del Pilar ES	School Head
44	Nick Carter C. Gonzalo Jr.	Kias ES	School Head
45	Salome Fangkingan	Fort del Pilar NHS	School Head
46	Ellene Nimer	Springhills ES	Master Teacher
47	Ferdinand Sangao	Fort del Pilar NHS	Master Teacher
48	Fevie Cosi	Kias ES	AO II
49	Rachel Garcia	Springhills ES	AO II
<b>DISTRICT 3</b>			
50	Jane Marie M. Ngolab	Mil-an NHS	School Head
51	Valeriano B. Accad	Loakan ES	School Head
52	Jerry D. Walsiyen	Jose P. Laurel ES	School Head
53	Melchor B. Ticag	BCHS	Master Teacher
54	Emily L. Caluza	Camp 7	Master Teacher
55	Myline P. James	BCHS	AO IV
56	Lea Marie B. Laureano	Loakan ES	AO II
<b>DISTRICT 4</b>			
57	Octavia Pedro	Dona Nicasia j. Puyat ES	School Head
58	Riona Copiling	Dona Aurora NHS	School Head
59	Wilma Biteng	Mabini ES	School Head
60	Arlon Parista	Mabini ES	Master Teacher
61	Myline Esteban	Dona Aurora ES	Master Teacher
62	Djaizell Dacay	Mabini ES	AO II
63	Elsa R. Aquino	Dona Nicasia j. Puyat ES	AO II
<b>DISTRICT 5</b>			
64	Jacqueline L. Fianza	Dontogan ES	School Head
65	Lilybeth B. Balutoc	Adiwang ES	School Head
66	Julia A. Biligan	Crystal Cave Integrated	School Head
67	Julian Jr. Alcabedos	Sto Tomas ES	Master Teacher
68	Marjorie B. Saingan	Sto Tomas NHS	Master Teacher
69	Marife Cachero	Roxas ES	AO II
70	Marie Liza T. Badol	Dontogan ES	AO II
<b>DISTRICT 6</b>			
71	Zenaida Kunayon	Dom-Mir ES	School Head
72	Genar Tacay	San Luis ES	School Head
73	Ligaya Annawi	JCES	School Head
74	Linda Longay	BCS	Master Teacher
75	Benson Moga	Aguinaldo ES	Master Teacher



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76	Jamie Lou Bartolome	Dom-Mir ES	AO II
77	Bonnaih D. Fagyan	San Luis	AO II
<b>DISTRICT 7</b>			
78	Grace M. Domingo	Irisan NHS	School Head
79	Maria O. Palsi	Quezon Hill ES	School Head
80	Joseph A. Estigoy	Elpidio Quirino ES	School Head
81	Cherryl S. Madume	Elpidio Quirino ES	Master Teacher
82	Everlita L. Pundo	Irisan NHS	Master Teacher
83	Lheslie Tongfoyen	BCNSHS	AO II
84	Eleanor Bautista	San Carlos ES	AO II
<b>DISTRICT 8</b>			
85	Marie Sillatoc	Pinsao ES	School Head
86	Juliet Mamaril	Bonifacio ES	School Head
87	Edward Vicente	GVNHS	School Head
88	Sandra Lyne Alicda	Lucban ES	Master Teacher
89	Jenny Ann A. Rosete	Bonifacio ES	Master Teacher
90	Elvie Salisa	Fairvie ES	AO II
91	Randy Bohol	Pinsao ES	AO II
<b>DISTRICT 9</b>			
92	Marilou T. Gomeyac	Magsaysay NHS	School Head
93	Alice B. Masidong	Pinget ES	School Head
94	Jeannette T. Lacana	Magsaysay ES	School Head
95	Jackelene Pascaden	Pinget NHS	Master Teacher
96	Mercy P. Manzano	Fairview ES	Master Teacher
97	Maria Suzette S. Lagasca	Alfonso Tabora ES	AO II
98	Gina S. Bantic	Magsaysay ES	AO II
<b>DISTRICT 10</b>			
99	Lillie A. Vinluan	San Vicente ES	School Head
100	Jimmy B. Garcia Jr.	Bakakeng ES	School Head
101	Joan D. Andayan	San Vicente NHS	School Head
102	Lorma L. Ugay	JSNHS	Master Teacher
103	Claydee O. Acong	San Vicente ES	Master Teacher
104	Lesner A. Ngagan	DAHVES	AO II
105	Paul Ellison S. Dumalsin	JSNHS	AO II
<b>OVERALL TOTAL</b>			<b>105</b>



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**Enclosure 2: Program Matrix**

\*\*First Meal for pax on Day 1 : AM Snack

\*\*Last Meal for pax on Day 2 : PM Snack

Session No.	Duration	Topic	Session Objectives	Methodology	Outputs	Resource Person/Speaker
<b>DAY 1 – June 26, 2025</b>						
<b>PLENARY (8:00am)</b>						
1	8:30 AM – 9:30 AM (1 hour)	<i>Overview of the Expanded Career Progression Policy</i>	<i>Present background and salient points of EO 174</i>	Lecture	Reflection	ASDS Carmel F. Meris
2	9:30 AM – 10:30 AM (1 hour)	<i>Overview of the PPST and its Indicators (COI and NCOI)</i>	<i>Present background and salient points of PPST</i>	Lecture	Reflection	Santiago James Bugtong
3	10:30 AM – 12:00 PM (1 hour & 30 Mins)	<i>Procedures and Requirements for Reclassification</i>	<p><i>At the end of the session, the participants shall have:</i></p> <ul style="list-style-type: none"> <li>• <i>explained logically the procedures for reclassification;</i></li> <li>• <i>identified the different requirements for reclassification; and</i></li> <li>• <i>appreciated the procedures and requirement for reclassification through a reflective journal.</i></li> </ul>	<p>Sharing experiences</p> <p>Lecture: Different procedures and requirements in the process of reclassification.</p> <p>Process applicable to the new system of reclassification by virtue of EO 174.</p> <p>Feedback Sessions</p>	Appreciated the procedures and requirement for reclassification through a reflective journal.	Santiago James Bugtong



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<b>-BREAKOUT SESSION-</b>						
Session 4. Breakout Session 1  <i>(HRMOs and                      Sub-                      Committee on                      Initial                      Evaluation)</i>	1:00 PM – 5:00 PM  <i>(4 hours)</i>	<i>Initial Evaluation                      of QS and                      Performance                      Requirements</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• learned to                          evaluate the                          Qualification                          Standards and                          performance                          requirements for                          promotion;</li> <li>• demonstrated                          how to                          accomplish Parts                          I and II of the                          Reclassification                          Form for Teaching                          Positions (RFTP)                          based on                          application                          documents.</li> </ul>	4A's Method:  Activity Analysis Abstraction Application	Accomplished Reclassification Form for Teaching Positions (RFTP) (Parts I and II)  Consolidated feedback (questions, comments, insights) from participants	Christorey Simangan
Session 4. Breakout Session 2  <i>(COIs                      Assessors)</i>	1:00 PM – 5:00 PM  <i>(4 hours)</i>	<i>Assessing the                      Demonstration of                      Classroom                      Observable                      Indicators (COIs)</i>	At the end of the session, the participants shall have: <ul style="list-style-type: none"> <li>• learned the                          protocols and                          requirements of                          classroom                          observations;</li> <li>• simulated the                          steps in                          assessing and                          rating classroom                          observations and                          computing the                          score in the COI                          portion of the                          Reclassification                          Form for Teaching                          Positions; and</li> <li>• shared                          realizations on                          upholding                          focused,                          unbiased,                          evidence-based,                          and consensual                          classroom                          observation                          assessment for                          continuous</li> </ul>	4A's Method:  Activity Analysis Abstraction Application	Accomplished COT-ECP Forms (i.e. Observation Notes Form, COT Rating Sheet, Inter- Observer Agreement Form)  Accomplished Reclassification Form for Teachers (RFTP) -COI Portion  Journal Reflection	Lucia Casim



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			improvement and improved learning outcomes.			
<b>DAY 2 – June 27, 2025</b>						
<b>-BREAKOUT SESSION-</b>						
<p>Session 5. Breakout Session 1</p> <p><i>(HRMOs and Sub-Committee on Initial Evaluation)</i></p>	<p>8:00 PM – 12:00 PM</p> <p><i>(4 hours)</i></p>	<p><i>Assessing Education, Training, and Experience (ETE), and Computing Points for Performance</i></p>	<p><i>At the end of the session, the participants shall have:</i></p> <ul style="list-style-type: none"> <li><i>learned assessing the Education, Training, and Experience (ETE) and performance as criteria for reclassification of position;</i></li> <li><i>applied the use of the Increments Table and rubric in assessing the ETE qualifications of applicants; and</i></li> <li><i>computed accurately the performance rating of applicants for reclassification.</i></li> </ul>	<p>4A's Method:</p> <p>Activity Analysis Abstraction Application</p>	<p>Accomplished Reclassification Form for Teaching Positions RFTP)</p> <p>(With correct rating for ETE and Performance)</p>	<p>Christorey Simangan</p>
<p>Session 5. Breakout Session 2</p> <p><i>(NCOIs Assessors)</i></p>	<p>8:00 PM – 12:00 PM</p> <p><i>(4 hours)</i></p>	<p><i>Assessing the Demonstration of the Non-Classroom Observable Indicators (NCOI)</i></p>	<p><i>Present Non-Classroom Observation Process and Requirements;</i></p> <p><i>Demonstrate assessment process for NCOI in the assessors' POV</i></p>	<p>4A's Method:</p> <p>Activity Analysis Abstraction Application</p>	<p>Accomplished Observation Notes Form, COT Rating Sheet, Inter-Observer Agreement Form, and</p> <p>Accomplished RFTP (with rating for NCOI)</p>	<p>Rommel Manzano &amp; Decky Beloken</p>
<b>PLENARY</b>						
<p>6</p>	<p>1:00 PM – 4:00 PM</p> <p><i>(3 hours)</i></p>	<p><i>Behavioral Events Interview</i></p>	<p><i>At the end of the session, the participants shall have:</i></p> <ul style="list-style-type: none"> <li><i>learned the concepts, steps, and processes in the conduct of the</i></li> </ul>	<p>4A's Method:</p> <p>Activity Analysis Abstraction Application</p>	<p>Accomplished Interview Rating Sheet, Interviewer's Notes, and RFTP (with rating for Interview)</p>	<p>Marilyn Api-it</p>



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			<p><i>Behavioral Events Interview (BEI);</i></p> <ul style="list-style-type: none"><li>• <i>learned the S.T.A.R approach in conducting the BEI; and</i></li><li>• <i>learned to craft sample questions to be used during BEI.</i></li></ul>		<p>Consolidated feedback (questions, comments, insights) from participants</p>	
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Facilitator: Airah Mae Ongngad  
PDO I