

Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

16 January 2025

**DIVISION MEMORANDUM**

No. **015**, s. 2025

**DIVISION ASSESSOR'S TRAINING ON THE IMPLEMENTATION OF  
DEPED NO. 020, s. 2025 ON EXPANDED CAREER  
PROGRESSION FOR TEACHERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section/Unit Heads  
Elementary and Secondary School Heads  
This Schools Division

1. In reference to Regional Memorandum No. 377, s. 2024, titled "*Regional Assessors' Training on the Implementation of EO:174 Expanded Career Progression for Teachers*", this office through the School Governance and Operations Division – Human Resource Development Section (HRDS), will facilitate a roll-out of the abovementioned division training on **February 20-22, 2025**, at the Ivatan Conference Hall, Schools Division Office of Batanes.
2. Registered under the PRC-CPDAS with program number PROG-2025-96348, this division training aims to provide a capacity building support program for schools through their school heads, ensuring that they are equipped and trained to be competent, credible, and objective assessors of teacher competencies who will serve as members of the Human Resource Merit Promotion and Selection Board (HRMPSB) and its sub-committees.
3. Participants are requested to fill out the online form through the link: <https://bit.ly/EO174Training> on or before **February 7, 2025**.
4. Attached hereto is the training matrix/indicative program of the activity for reference (enclosure 1) and the expected participants (enclosure 2).
5. Expenses relative to the conduct of the training specifically food, training supplies, and materials shall be charged against 2025 HRTD INSET Funds, while travel expenses of participants shall be charged to local funds, subject to usual accounting, budgeting, and auditing rules and regulations.
6. For concerns and clarifications, kindly coordinate with **Kym Clyde H. Moro** or **Arnulfo Anselm C. Hortiz**, through messenger or e-mail [hrd.batanes@deped.gov.ph](mailto:hrd.batanes@deped.gov.ph).
7. For the immediate dissemination and appropriate action.

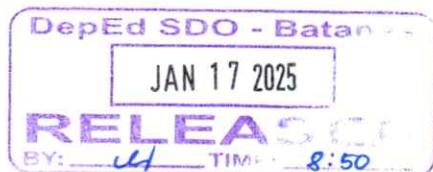
  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent 

Encl: as stated  
Reference: DM-OUHROD-2024-1994  
Regional Memorandum No. 377, s. 2024

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

TRAINING PROGRAMS  
WORKSHOPS

SGOD/myn/kchm/AssessorsTraining  
January 16, 2025



*This is the last page of the Division Memorandum No. \_\_\_, s. 2025 titled DIVISION ASSESSOR'S TRAINING ON THE IMPLEMENTATION OF EO 174: EXPANDED CAREER PROGRESSION FOR TEACHERS*



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**TRAINING MATRIX / PROGRAM DESIGN**

<b>Session No.</b>	<b>Duration</b>	<b>Topic</b>	<b>Session Objectives</b>	<b>Methodology</b>	<b>Outputs</b>
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	ECP 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 requirements for reclassification through a reflective journal
3b	2 hours	Session 3b: QS (New) and Performance Requirements  Workshop 1: Accomplishment of MTPPS (Part 1 & 2 – QS & Performance)	Present new QS and performance requirement in relation to application for higher teaching position;  Demonstrate how to accomplish parts 1 & 2 of the MTPPS with Teacher Applicants POV	Discussion and analysis of case scenario  Problem-solving exercise  Workshop	Accomplished MTPPS (Parts 1 & 2)  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' qualification 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 the total points	Activity 1. The participant 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 participant for them to assess and reflect on their experience during the workshop  Abstraction	Accomplished Modified Teacher Preparation Pay Schedule (M-TPPS) (with correct rating for ETE and Performance)

				<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>Application</p> <ol style="list-style-type: none"> <li>1. Group will take the copies of the application documents they brought along with them</li> <li>2. The participant will assess the ETE and performance of the applicant</li> <li>3. Participants will use the M-TPPS as their final output to be presented</li> <li>4. Selected group will present their output for critiquing and suggestions</li> </ol>	
5	1 hour & 30 mins	Session 5: Presentation of COIs and NCOIs and Rubric (per position)	Present Classroom Observable Indicators (COIs) and Non-Classroom Observable Indicators (NCOIs) and their Rubrics as reference for the remaining evaluative assessment comprising 25% COI and 15% NCOI	Lecture Group discussion Q&A	<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 COI</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-à-vis protocols and requirements.</p> <p>Demonstrate competence in assessing and rating classroom observations.</p> <p>Express commitment in upholding focused, unbiased, and consensual classroom observation assessment for continuous improvement and improved learning outcomes</p>	<p>Priming Winning Memory (Classroom Observation Charades)</p> <p>Activity</p> <ol style="list-style-type: none"> <li>1. Warm-up (observation notes form)</li> <li>2. Warm-up (Rating sheet, inter-observer agreement form)</li> </ol> <p>Analysis</p> <p>Abstraction</p> <ol style="list-style-type: none"> <li>1. Classroom observation in the ECP</li> <li>2. Classroom observation in the Big Picture of the Assessment Process</li> <li>3. Classroom Observation protocols</li> </ol> <p>Application</p> <ol style="list-style-type: none"> <li>1. Simulation of classroom observation</li> <li>2. Processing</li> <li>3. Reflection</li> </ol> <p>Closing</p>	<p>Accomplished COT-ECP Forms</p> <p>Accomplished M-TPPS Form-COI Portion</p> <p>Journal Reflection</p>

7	3 hours & 15 minutes	Session 7: Evaluation of NCOI Annotations or BEI  Workshop 3a: Simulation of NCOI Evaluation  Workshop 3b: Processing  Workshop 3c: Accomplishment of MTPPS NCOI Portion	Present NCOPR (Non-Classroom Observation process and requirements)  Demonstrate assessment process for NCOI in the assessor's POV	<b>Activity 1</b> 1. Non-Classroom Observable Indicators' Definition Window  Analysis 1. Ask questions based on the experienced activity e.g. NCOI definition, practice in assessing teacher's attainment of NCOI's and MOVs of NCOIs  Abstraction 1. Discussion of NCOIs 2. PPST NCOIs attainment 3. PPST Domains and Strands 4. Teacher-Applicant's Annotations 5. Portfolio Annotations Form 6. Interview 7. NCOI Annotation Form 8. Rubric for demo 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  <b>Activity 2</b> 1. Logical Sequencing of Processes  Analysis 1. Asks questions based on the experienced activity  Abstraction 1. Discussion on the protocols and steps in assessing the demonstration and understanding of the BNCOs of teacher-applicants through portfolio annotation  Application 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  Closing	Accomplished Forms  Journal Reflection
8	1 hour & 30 mins	Session 8: Behavioral Events Interview	Discuss pointers in effective facilitation of	Simulation, role-playing, scenario-based workshop	Accomplished Interview Rating Sheet,

		<p>Workshop 4a: Scenario-based workshop on BEI</p> <p>Workshop 4b: Processing</p>	Assessors Training rollout	<p>Reflective practice through self-reflection/self-analysis and processing of experience from activities</p>	Interviewer's Notes, and MTPPS (with rating for Interview) Consolidated feedback (questions, comments, insights) from participants
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>	<p>Discuss pointers in effective facilitation of Assessors Training rollout</p>	<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 Presentation</p> <p>Consolidated Feedback (questions, comments, insights, from participants)</p>
10	2 hours & 30 mins	Planning Session for School dissemination	<p>Prepare Workplace Application Plan for the dissemination to schools</p>	<p>Brainstorming group session</p> <p>Plenary and group discussion/presentation</p> <p>Self-reflection/self-analysis exercise</p>	Implementation Plans per school

**LIST OF PARTICIPANTS AND PMT****A. Expected Participants**

Name	Position	School
1. Jovencio G. Loreto	HT-III	Diura Barrio School
2. Alex P. Geronimo	SP-I	Mahatao Central School
3. Nelita B. Sebastian	SP-I	Mahatao National HS
4. Oliver V. Ballesteros	SP-I	Sabtang Central School Nakanmuan Elementary School Sumnanga Elementary School
5. Arlene R. Castillo	SP-I	Chavayan Elementary School Savidug Elementary School
6. Arnel G. Camacho	HT-III	Itbayat Central School
7. Michael Ryan B. Cabugao	T-III/TIC	Ivana Elementary School San Vicente Elementary School
8. Jeffrey D. Medina	SP-I	Batanes National Science HS
9. Edward E. Dita	HT-III	Itbayat National Agricultural HS
10. Evelyn M. Tagulao	SP-I	Chanarian Elementary School
11. Alfredo C. Tabuso	SP-II	Sabtang National School of Fisheries
12. Jeny Fe E. Telmo	T-II/TIC	Yawran Barrio School
13. Mary Joy Y. Baldomar	SP-I	Batanes General Comprehensive HS
14. Ador R. Ballada	HT-I	Tukon Elementary School
15. Leilani D. Ugali	SP-II	Basco Central School
16. Zaldy C. Adri	SP-I	Itbud Integrated School
17. Nehemias G. Balmartino	SP-I	Raele Integrated School
18. Carmen C. Noguera	SP-I	Ivana National HS
19. Maylin I. Bumanglag	SP-I	Mayan Elementary School
20. Roldan C. Ramos	SP-I	Valugan Integrated School
21. Anna Liza R. Galasinao	SP-I	Diptan Elementary School
22. Carina H. Delos Santos	SP-I	Uyugan Elementary School
23. Karl Mervin A. Balderas	T-III/TIC	Imnajbu Elementary School

**B. List of Division Program Management Team**

1. Alfredo B. Gumaru Jr. EdD, CESO V	SDO – OSDS	Consultant
2. Dante J. Marcelo, PhD, CESO VI	SDO – OSDS	Program Manager/ Resource Person
3. Marcial Y. Noguera	SDO – SGOD	Learning Manager
4. Violeta B. Gasilao	SDO – CID	Resource Person
5. Arnulfo Anselm C. Hortiz	SDO – SGOD	Resource Person
6. Violeta H. Binalon	SDO – CID	Resource Person
7. Jennifer H. Moro	SDO – CID	Resource Person
8. Walden G. Habana	SDO – CID	Resource Person
9. Kym Clyde H. Moro	SDO – SGOD	Resource Person / PRC Secretariat

10. Ma. Esperanza B. Ereful	SDO – Admin	Resource Person
11. Miah Dapnie B. Buenafe	SDO – SGOD	M&E Focal
12. Genevieve Enego	SDO – Acctng.	Finance Officer
13. Charle H. Gecha	SDO – Admin	Logistics Officer
14. Mae Angela E. Pacapac	SDO – HNU	Welfare Officer
15. Fairly B. De Sagon	SDO – Admin	Secretariat
16. Greg E. Padua III	SDO – CID	Documenter