

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON




14 October 2024

Regional Memorandum
No. 724 s. 2024

**IDENTIFICATION OF PARTICIPANTS FOR THE REGIONAL
ASSESSORS' TRAINING FOR EXPANDED CAREER PROGRESSION
SYSTEM FOR TEACHERS**

To: **Schools Division Superintendents**

1. With reference to DM-OUHROD-2024-1994 on *Program Matrix, Cost Estimates, and Technical Specifications for the Conduct of Regional Assessors' Training* and for the smooth implementation of this activity, this Office advises all the Schools Division Offices to identify participants who will become trainers in their respective divisions.
2. To facilitate the identification of participants for the said activity, the Human Resource Development Specialists are requested to accomplish the online log sheet which can be accessed through this link <https://bit.ly/4APAXPMTRAT>. They need to identify four (4) participants for the city schools divisions and six (6) for the provincial schools divisions based on the identified positions found in the online log sheet. Specific guidelines in determining the participants for this activity can be found on last page of the attached DM-OUHROD-2024-1994.
3. The Regional Assessors' Training is to be held on **January 14-17, 2025** at the venue to be determined. A separate issuance on the venue, list of participants, and other important matters pertaining to this activity will be communicated right on time.
4. Should there be queries pertaining to this matter, please get in touch with Ms. Jisela N. Ulpina , Mr. Bryan A. Pobe or Mr. Mark Anthony R. Malonzo through email at hrd.calabarzon@deped.gov.ph.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH4/ROH1



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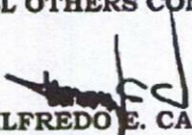
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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:

- a. Training Matrix/Program Design (Annex A)
- b. Cost Estimates/Allowable Expenses charged to PSF (Annex B)
- c. 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.

For your reference and appropriate action.

Copy furnished:
OFFICE OF THE SECRETARY

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>Abstraction</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>Application</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&A</p>	List of COIs and NCOIs Consolidated feedback (questions, comments, insights) from participants
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>Priming</p> <p>Winning Memory (Classroom Observation Charades)</p> <p>Activity</p> <p>1. Warm-up (Observation Notes Form)</p> <p>2. Warm-up (Rating Sheet, Inter-observer Agreement Form)</p> <p>Analysis</p> <p>Abstraction</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>Application</p> <p>1. Simulation of classroom observation</p> <p>2. Processing</p> <p>3. Reflection</p> <p>Closing</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>Activity 1 Non-Classroom Observable Indicators' Definition Window</p> <p>Analysis 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>Abstraction Discussion on the following: <ol style="list-style-type: none"> 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>Activity 2 Logical Sequencing of Processes</p> <p>Analysis Asks questions based on the experienced activity.</p> <p>Abstraction Discussion on the protocols and steps in assessing the demonstration and understanding of the BNCOs of teacher-applicants through Portfolio Annotation</p> <p>Application: <ol style="list-style-type: none"> 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>Closing</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>	<p>Discuss pointers in effective facilitation of Assessors Training rollout</p>	<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>	<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 Presentations</p> <p>Consolidated feedback (questions, comments, insights) from participants</p>
10	2 hours and 30 mins	<p>Planning Session for Regional Rollout</p>	<p>Prepare action plans for the rollout of Assessors Training in the Regions</p>	<p>Brainstorming group session</p> <p>Plenary and group discussion/presentation</p> <p>Self-reflection/self-analysis exercise</p>	<p>Implementation Plan per Region</p>

TECHNICAL SPECIFICATIONS
(prescribed)

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

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"> ○ At least one (1) LCD projectors and with wide screen ○ At least three (3) whiteboards with whiteboard pen and eraser ○ Complete set of sound system ○ At least five (5) extension cords ○ At least three (3) microphones ○ Podium/lectern
• 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 XX)	Day 2 (XXXX XX)	Day 3 (XXXX XX)	Day 4 (XXXX XX)
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 IV-A)**

Region	Particular	Qty/ Pax	No. of Days	Rate	Total Amount
Region IV-A	Board and Lodging	112	4	2,000.00	896,000.00
	Supplies & Materials	112		285.00	31,920.00
	Travel Expenses - HRDD/TWG	6		3,250.00	19,500.00
	Travel Expenses -TWG Visayas	2		12,500.00	25,000.00
	Travel Expenses - TWG Mindanao	2		13,500.00	27,000.00
	Contingency			4,480.00	4,480.00
					1,003,900.00

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*