

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



14 October 2024


**Regional Memorandum**  
No. 745 s. 2024

**LIST OF PARTICIPANTS FOR THE NATIONAL TRAINING  
OF TRAINERS (NTOT) ON ASSESSORS TRAINING AND DEEPENING  
ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT  
(BATCH 3)**

To: **Schools Division Superintendents**  
**ASD and HRDD Chiefs of Functional Divisions**

1. With reference to DM-OUHROD-2024-2013 on *Conduct of National Training of Trainers (NTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment*, this Office hereby informs all the Schools Division Offices about the implementation of the aforementioned activity. Furthermore, concerned offices are advised to allow all the personnel listed to participate in this activity on **November 19-22, 2024** at the venue to be identified in the National Capital Region.
2. At the end of the NTOT, the participants are expected to have:
  - a. discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
  - b. applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
  - c. crafted a Regional Training Implementation Plan (RTIP) for the Regional Assessors Training to be participated by potential assessors.
3. All the identified participants and part of the National Program Management Team must confirm their attendance through this link [https://bit.ly/BATCH3\\_NTOT\\_2024](https://bit.ly/BATCH3_NTOT_2024) **on or before November 11, 2024 at 5:00 PM.**
4. Please refer to the Attachment 1 for the List of Participants and National Program Management Team Members and Attachment 2 for the copy of DM-OUHROD-2024-2013 for the details of travel expenses, the activity matrix, and list of PMT.
5. 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](mailto:hrd.calabarzon@deped.gov.ph).
6. 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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Certificate No. PHP QMS  
22 93 0085


**Attachment 1: List of Participants to the NTOT on Assessors' Training (Batch 3)**

**LIST OF PARTICIPANTS TO THE NATIONAL TRAINING OF TRAINERS (NTOT) ON ASSESSORS TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT (BATCH 3)**

<b>NO.</b>	<b>NAME</b>	<b>FD</b>	<b>POSITION</b>
1	ANN GERALYN T. PELIAS	ASD	Chief Administrative Officer
2	JISELA N. ULPINA	HRDD	OIC, Chief Education Supervisor
3	MARIA SUSANA OLIVEROS	ASD	Administrative Officer V
4	NIMFA BERMENDI	ASD	Teacher Credential Specialist
5	MARIVIC LABAY	ASD	Administrative Officer II
6	NADINA G. GATON	HRDD	Education Program Supervisor
7	BRYAN A. POBE	HRDD	Education Program Supervisor
8	MARK ANTHONY R. MALONZO	HRDD	Senior Education Program Specialist

**List of Members of National Program Management Team from CALABARZON**

<b>NO.</b>	<b>NAME</b>	<b>OFFICE</b>	<b>POSITION</b>
1	MARK ANTHONY IDANG	SDO Laguna Prov.	Education Program Supervisor
2	ANGELO UY	SDO Dasmaringas City	Public Schools District Supervisor
3	ANGELO UNAY	SDO Imus City	Principal II

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**  
**DM-OUHROD-2024-2013**

**FOR : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

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

**SUBJECT : CONDUCT OF NATIONAL TRAINING OF TRAINERS (NTOT) ON**  
**ASSESSORS TRAINING AND DEEPENING ON CLASSROOM**  
**OBSERVATION AND PORTFOLIO ASSESSMENT**

**DATE : 07 October 2024**

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The issuance of the Executive Order (EO) No. 174, s. 2022 titled, "Establishing the Expanded Career Progression System for Public School Teachers," and its Implementing Rules and Regulations (IRR) further reinforce the Department's commitment in promoting professional development and career advancement among public school teachers. It clearly defines the career paths of teachers within the public school system at the basic education level, attaching their progression with the attainment of the necessary qualifications and professional standards.

Congruent with this commitment and in anticipation for the implementation of the Expanded Career Progression (ECP) System, the Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHROD-HRDD), shall conduct a **series of National Training of Trainers (NTOT) on Assessors Training and Deepening of Classroom Observation and Portfolio Assessment**, which aims to build a pool of credible and competent trainers in all regions who will capacitate potential assessors for the implementation of ECP System in their respective field offices. The training focuses on the deepening of the trainers' knowledge and understanding on teacher competency assessment anchored on the Philippine Professional Standards for Teachers (PPST), measured through classroom observation, portfolio assessment, and interview.

At the end of the NTOT, the participants are expected to have:

- a. discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
- b. applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
- c. crafted a Regional Training Implementation Plan (RTIP) for the Regional Assessors Training to be participated by potential assessors.

The detailed program of activities is attached as **Annex A**. The conduct of the NTOT is divided into three (3) batches, as follows:

Title of the Activity	Date	Venue
National Training of Trainers (NTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment	November 5-8, 2024 ( <i>Batch 1</i> )	Within Cebu
	November 12-15, 2024 ( <i>Batch 2</i> )	Within Davao
	November 19-22, 2024 ( <i>Batch 3</i> )	Within Metro Manila

*(Note: The exact venue of these activities shall be announced through a separate advisory)*

In this regard, all concerned Regional Directors (RDs) are hereby directed to authorize the participation of the select members of the Career Progression – Assessors Program National Technical Working Group (NTWG) listed in **Annex B-1** to serve as resource persons and training facilitators. Furthermore, all RDs are directed to select their respective **regional trainer-facilitators** and authorize their participation in the NTOT, together with the Regional Office Chief of Human Resource Development Division (RO-HRDD) who shall serve as the lead of the regional participants. The schedule and number of participants/slots per region are detailed in **Annex B-2** *(Note: regional allocation already includes the RO-HRDD Chief)*. The regional trainer-facilitators shall be selected based on the following criteria:

- a. Master Teacher, Head Teacher, School Head, Supervisor, SDO CID Chief, SDO SGOD Chief, RO HRDD SEPS
- b. Member of the HRMPSB and/or its sub-committee/s for teacher promotion
- c. With high proficiency in training facilitation as resource speaker (preferably NEAP-recognized Trainer)
- d. Must have experience in IPCRF assessment for teachers as rater/observer
- e. Must have experience and/or training in classroom observation, portfolio assessment, and provision of feedback
- f. Must have training in the implementation of PPST assessment for L&D purposes
- g. With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly on the PPST
- h. Trained in the implementation of RPMS-PPST
- i. With performance rating of Outstanding

For attendance confirmation, the RO-HRDD Chief are directed to register all the selected/authorized participants at least **one (1) week** prior to the activity using the links provided below:

Batch	Participating Regions	Registration Link
<b>Batch 1</b> November 5-8, 2024	Region V Region VI Region VII Region VIII Region IX	<a href="https://bit.ly/BATCH1_NTOT2024">https://bit.ly/BATCH1_NTOT2024</a>
<b>Batch 2</b> November 12-15, 2024	Region X Region XI Region XII CARAGA	<a href="https://bit.ly/BATCH2_NTOT2024">https://bit.ly/BATCH2_NTOT2024</a>
<b>Batch 3</b> November 19-22, 2024	Region I Region II Region III Region IV-A Region IV-B NCR CAR	<a href="https://bit.ly/BATCH3_NTOT_2024">https://bit.ly/BATCH3_NTOT_2024</a>

Board and lodging of all participants as well as the travel expenses of the NTWG and Program Management Team and Secretariat shall be charged against HRTD Funds (Continuing fund for FY 2023); while the travel expenses of the participants (selected regional trainer-facilitators) shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. For meal arrangements, please refer to the table below:

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
<b>Day 1</b>	x	x	✓	✓	✓
<b>Day 2</b>	✓	✓	✓	✓	✓
<b>Day 3</b>	✓	✓	✓	✓	✓
<b>Day 4</b>	✓	✓	✓	x	x

All participants are expected to bring their laptops, as some part of the activity will be done electronically. Bringing a personal extension cord is not mandatory but ideal.

For more information and further clarifications, you may coordinate with the BHRDD-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 information and guidance.

[HRDD/Oplado]

<b>Activity Title</b>	<b>National Training of Trainers (NTOT) for Assessors on Expanded Career Progression</b>
<b>Schedules and Venue</b>	November 5-8, 2024   Batch 1 - Within Cebu November 12-15, 2024   Batch 2 - Within Davao November 19-22, 2024   Batch 3 - Within Metro Manila
<b>Objectives</b>	<p>This activity aims to build a pool of competent and credible trainers in all regions who will capacitate potential assessors for the implementation of ECP System in their respective field offices. At the end of the NTOT, the participants are expected to have:</p> <ol style="list-style-type: none"> <li>discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;</li> <li>applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and</li> <li>crafted a Regional Training Implementation Plan (RTIP) for the Regional Assessors Training to be participated by potential assessors.</li> </ol>

### INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity
<b>DAY 01 (First Meal: Lunch)</b>	
AM	Arrival and Registration of the Participants
PM	Preliminaries: <ul style="list-style-type: none"> <li>Prayer</li> <li>National Anthem</li> <li>House Rules</li> <li>Opening Remarks</li> <li>Welcoming the Participants</li> <li>Expectation Setting</li> </ul>
	Session 1: Teacher Development Framework
	Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program
	<b>DAY 02</b>
AM	Preliminaries and Management of Learning (MOL)
	Session 3a: Procedures and Requirements for Reclassification
	Session 3.b: QS (new) and Performance Requirements
	Workshop 1: Accomplishment of MTPPS (Part I & II - QS & Performance)
PM	Session 4: ETE and Performance (Chapters 2 & 3)
	Workshop 1a: Simulation of ETE and Performance Computation using sample application documents
	Workshop 1b: Processing
	Health Break

	<i>Session 5: Presentation of COIs and NCOIs and Rubric (per position)</i>
<b>DAY 03</b>	
AM	Preliminaries and Management of Learning (MOL)
	<i>Session 6: Assessing the Classroom Observable Indicators</i>
	<i>Workshop 2a: Simulation of Classroom Observation</i>
	<i>Workshop 2b: Processing</i>
	<i>Workshop 2c: Accomplishment of MTPPS COI portion</i>
PM	<i>Session 7: Evaluation of NCOI Annotations or BEI</i>
	<i>Workshop 3a: Simulation of NCOI Evaluation</i>
	<i>Workshop 3b: Processing</i>
	<i>Workshop 3c: Accomplishment of MTPPS NCOI portion</i>
<b>DAY 04</b>	
AM	Preliminaries and Management of Learning (MOL)
	<i>Session 8: Behavioral Events Interview</i>
	<i>Workshop 4a: Scenario-based workshop on BEI</i>
	<i>Workshop 4b: Processing</i>
	<i>Session 9: Walkthrough of Session Guides</i>
	<i>Workshop 5a: Scenario-based workshop on facilitation</i>
	<i>Workshop 5b: Processing</i>
PM	Planning Session for Regional Rollout

For additional information, please contact:

**Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD)**

Room 411, 4/F Mabini Building, DepEd Complex  
 DepEd Central Office, Meralco Avenue, Pasig City  
 bhrod.hrdd@deped.gov.ph or (02) 8470-6630

**LIST OF PARTICIPANTS**  
(NTWG and Central Office Program Management Team)

*Bureau of Human Resource and Organizational Development –  
Human Resource Development Division  
Career Progression – Assessors' Program*

**National Training of Trainers (NTOT) for Assessors on Expanded Career Progression**

November 5-8, 2024 | (1st Batch) - Within Cebu  
November 12-15, 2024 | (2nd Batch) - Within Davao  
November 19-22, 2024 | (3rd Batch) - Within Metro Manila

No.	NAME	POSITION	OFFICE
<b>Career Progression-Assessors Program NTWG</b>			
1	Susan Collano	Schools Division Superintendent	SDO Naga City, RO V
2	Mervie Seblos	OIC-Assistant Schools Division Superintendent	SDO General Santos, RO XI
3	Dinah Bonao	Chief, HRDD	RO I
4	Harvie Villamor	Chief Education Supervisor	RO VIII
5	Mark Anthony Idang	Education Program Supervisor	SDO Laguna, RO IV-A
6	Noemi Bayan	Public Schools District Supervisor	SDO Malabon City, NCR
7	Angelo Uy	Public Schools District Supervisor	SDO Dasmarias City, RO IV-A
8	Arniel Garque	Public Schools District Supervisor	SDO Guimaras, RO VI
9	Jayson Santos	Senior Education Program Specialist	SDO Pampanga, RO III
10	Angelo Unay	Principal II	SDO Imus City, RO IV-A
5 Program Managers and Secretariat from <b>BHROD – Human Resource Development Division</b>			



**SCHEDULE AND ALLOCATION PER REGION**  
(participants to be identified by the region)

Region	No. of Participants
<b>Batch 1 - November 5-8, 2024   Within Cebu</b>	
Region V	6
Region VI	7
Region VII	7
Region VIII	5
Region IX	5
<b>Batch 2 - November 12-15, 2024   Within Davao</b>	
Region X	5
Region XI	5
Region XII	5
CARAGA	5
<b>Batch 3 - November 19-22, 2024   Within Metro Manila</b>	
National Capital Region (NCR)	7
Cordillera Administrative Region (CAR)	5
Region I	5
Region II	5
Region III	6
Region IV-A	7
Region IV-B	5

Participants shall be identified using the following selection criteria and qualifications:

- Master Teacher, Head Teacher, School Head, Supervisor, SDO CID Chief, SDO SGOD Chief, RO HRDD Chief, RO HRDD SEPS
- Member of the HRMPSB and/or its sub-committee/s for teacher promotion
- With high proficiency in training facilitation as resource speaker (preferably NEAP-recognized Trainer)
- Must have experience in IPCRF assessment for teachers as rater/observer/assessor
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- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly on the PPST
- Trained in the implementation of RPMS-PPST
- With performance rating of Outstanding