



Department of Education REGION IV-A CALABARZON



15 November 2024

Regional Memorandum No. 820 s., 2024

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

Schools Division Superintendents To: **HRDD OIC Chief Education Supervisor**

- With reference to the latest DepEd Advisory dated October 29, 2024 regarding the 1. 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 final schedule and the updated list of participants for the activity with reference to Regional Memorandum No. 745 s., 2024 on October 14, 2024. Furthermore, concerned offices are advised to allow all the personnel listed to participate in this activity on December 3-6, 2024 at the venue to be identified in the National Capital Region.
- Please refer to the Attachment 1 for the Updated 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.
- Should there be queries pertaining to this matter, please get in touch with Ms. Jisela N. 3. Ulpina , Mr. Bryan A. Pobe or Mr. Mark Anthony R. Malonzo through email at
- Immediate and wide dissemination of this Memorandum is earnestly desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

· Regional Director

ROH4/1







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

NO.	NAME	FD	POSITION
1	JISELA N. ULPINA	HRDD	OIC, Chief Education Supervisor
2	NADINA G. GATON	HRDD	Education Program Supervisor
3	BRYAN A. POBE	HRDD	Education Program Supervisor
4	MARK ANTHONY R. MALONZO	HRDD	Senior Education Program Specialist
5	EVELYN NAVIA	SDO LAGUNA	Principal IV
6	GRACE U. SALVATUS	SDO QUEZON	Principal II
7	MERVIN C. TORTOZA	SDO ANTIPOLO CITY	Principal IV

List of Members of National Program Management Team from CALABARZON

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



Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

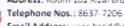
: 07 October 2024

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.







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

- discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
- 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:

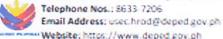
Title of the Activity	Date	Venue	
National Training of	November 5-8, 2024 (Batch 1)	Within Cebu	
Trainers (NTOT) on Assessors Training and	November 12-15, 2024 (Batch 2)	Within Davao	
Deepening on Classroom Observation and Portfolio Assessment	November 19-22, 2024 (Batch 3)	Within Metro Manila	

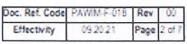
(Note: The exact venue of these activities shall be announced through a separate advisory)

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:

- Master Teacher, Head Teacher, School Head, Supervisor, SDO CID Chief, SDO SGOD 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)
- d. Must have experience in IPCRF assessment for teachers as rater/observer
- Must have experience and/or training in classroom observation, portfolio assessment, and provision of feedback
- 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
Batch 1 November 5-8, 2024	Region V Region VI Region VII Region VIII Region IX	https://bit.ly/BATCH1_NTOT2024
Batch 2 November 12-15, 2024	Region X Region XI Region XII CARAGA	https://bit.ly/BATCH2_NTOT2024
Batch 3 November 19-22, 2024	Region I Region II Region IV-A Region IV-B NCR CAR	https://bit.ly/BATCH3_NTOT_2024

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
Day 1	x	x	✓	1	✓
Day 2	√	√	✓	1	1
Day 3	✓	✓	✓	1	1
Day 4	✓	✓	√	х	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 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 information and guidance.

[HRDD/Oplado]









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Activity Title

National Training of Trainers (NTOT) for Assessors on Expanded

Career Progression

Schedules and Venue 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

Objectives

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:

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

INDICATIVE PROGRAM OF ACTIVITIES

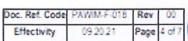
Time	Activity			
DAY 01 (First Me	eal: Lunch)			
AM Arrival and Registration of the Participants				
PM	Preliminaries: Prayer National Anthem House Rules Opening Remarks Welcoming the Participants Expectation Setting			
DAY 02	Session 1: Teacher Development Framework Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program			
J.1. 02	Preliminaries and Management of Learning (MOL)			
	Session 3a: Procedures and Requirements for Reclassification			
AM	Session 3.b: QS (new) and Performance Requirements Workshop 1: Accomplishment of MTPPS (Part 1 & 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			





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

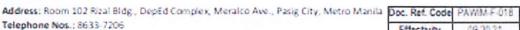
For additional information, please contact:

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

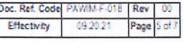
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LIST OF PARTICIPANTS

(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

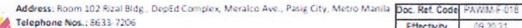
November 5-8, 2024 | (1st Batch) - Within Cebu November 12-15, 2024 | (2nd Batch) - Within Davao November 19-22, 2024 | (3rd Batch) - Within Metro Manila

No.	NAME	POSITION	OFFICE
Care	er Progression-Asse	ssors Program NTWG	
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	Nocmi Bayaa	Public Schools District Supervisor	SDO Malabon City, NCR
7	Angelo Uy	Public Schools District Supervisor	SDO Dasmarinas 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

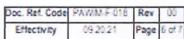
5 Program Managers and Secretariat from BHROD - Human Resource Development Division







Effectivity





SCHEDULE AND ALLOCATION PER REGION

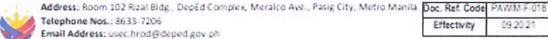
(participants to be identified by the region)

Region	No. of Participants
Batch 1 - November 5-8, 2024 Within Cel	bu
Region V	6
Region VI	7
Region VII	7
Region VIII	5
Region IX	5
Batch 2 - November 12-15, 2024 Within	Davao
Region X	5
Region XI	5
Region XII	5
CARAGA	5
Batch 3 - November 19-22, 2024 Within 1	Metro Manila
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
- b. Member of the HRMPSB and/or its sub-committee/s for teacher promotion
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- i. With performance rating of Outstanding





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Effectivity

