



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1049

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Malabon
 SDO Navotas
 SDO Pasig
 SDO San Juan
 SDO Valenzuela City

CHIEF EDUCATION SUPERVISOR, HRRD NEAP-R

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

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

DATE : October 8, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2013 dated October 7, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development and School Infrastructure Facilities, informing the concerned Schools Division Office about the above-captioned subject.

2. The following personnel are advised to attend the training which will be held on **November 19-22, 2024** within **Metro Manila**:

Name of Participant	Office / Division	Position
Josefino C. Pogoy Jr.	SDO San Juan /CID	Chief Education Supervisor
Marco D. Meduranda	SDO Navotas /CID	Chief Education Supervisor
Noemi S. Baysa	SDO Malabon /CID	Public School District Supervisor
Melvin Willy II B. Roque	SDO Valenzuela /CID	Public School District Supervisor
Victor M. Javeña	SDO Pasig /SGOD	Chief Education Supervisor
Rodolfo J. Colocar	Regional Office /HRDD	Education Program Supervisor
Rhea B. Eden	Regional Office /HRDD	Education Program Supervisor





Republic of the Philippines
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3. Participants were selected based on the following 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
 - 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
 - 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
4. For queries, please contact Dr. Rhea B. Eden through 09177358913 or by email at rhea.eden@deped.gov.ph.
5. Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV



Republika ng Pilipinas

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:

- 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
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 III 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	✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	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 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]

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:

1. discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
2. applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
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 Meal: Lunch)	
AM	<i>Arrival and Registration of the Participants</i>
PM	Preliminaries: <ul style="list-style-type: none"> • Prayer • National Anthem • House Rules • Opening Remarks • Welcoming the Participants • Expectation Setting
	<i>Session 1: Teacher Development Framework</i>
	<i>Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program</i>
DAY 02	
AM	Preliminaries and Management of Learning (MOL)
	<i>Session 3a: Procedures and Requirements for Reclassification</i>
	<i>Session 3.b: QS (new) and Performance Requirements</i>
PM	<i>Workshop 1: Accomplishment of MTPPS (Part I & II - QS & Performance)</i>
	<i>Session 4: ETE and Performance (Chapters 2 & 3)</i>
	<i>Workshop 1a: Simulation of ETE and Performance Computation using sample application documents</i>
	<i>Workshop 1b: Processing</i>
	<i>Health Break</i>

	Session 5: Presentation of COIs and NCOIs and Rubric (per position)
DAY 03	
AM	Preliminaries and Management of Learning (MOL)
	Session 6: Assessing the Classroom Observable Indicators
	Workshop 2a: Simulation of Classroom Observation
	Workshop 2b: Processing
PM	Workshop 2c: Accomplishment of MTPPS COI portion
	Session 7: Evaluation of NCOI Annotations or BEI
	Workshop 3a: Simulation of NCOI Evaluation
	Workshop 3b: Processing
	Workshop 3c: Accomplishment of MTPPS NCOI portion
DAY 04	
AM	Preliminaries and Management of Learning (MOL)
	Session 8: Behavioral Events Interview
	Workshop 4a: Scenario-based workshop on BEI
	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 (BHRD-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
Career Progression-Assessors Program NTWG			
1	Susan Collano	Schools Division Superintendent	SDO Naga City, RO V
2	Mervie Seblon	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 Baysa	Public Schools District Supervisor	SDO Malabon City, NCR
7	Angelo Uy	Public Schools District Supervisor	SDO Dasmaringas 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			

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

Region	No. of Participants
Batch 1 - November 5-8, 2024 Within Cebu	
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 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:

- a. 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
- 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/assessor
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- 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