



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
 Tabuk City, Kalinga

March 20, 2025

DIVISION MEMORANDUM

No. 136 s. 2025

CONDUCT OF CLASSROOM OBSERVATION FOR APPLICANTS TO HIGHER TEACHING POSITIONS AND PAPER ASSESSMENT OF DOCUMENTS OF APPLICANTS FOR MASTER TEACHERS, HEAD TEACHERS, AND TEACHERS

To: HRMPSB Members
 All Observers
 All Applicants
 All others concerned

- Pursuant to DO No. 20, s. 2024, "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", PPST COIs (Classroom Observation/Demonstration Teaching) is one of the criteria in the point system for comparative assessment for Higher Teaching positions. Demo teaching, often known as classroom observation, is a crucial component of the application process because it provides teacher applicants a chance to show off their instructional and classroom management skills in authentic or simulated environments.
- Relative to this, the teachers' demonstration of PPST Classroom Observable Indicators (COIs) shall be assessed through the conduct of the classroom observation/demonstration teaching on **March 21, 2025** from **7:20-11:00 in the morning** to wit:

Application Codes	Venue/School	Observers	Secretariat/In-Charge	
MTI-16-CN03	Agbannawag NHS	At least 2 observers per applicant	J. Gayadan	
MTI-5-CN03	Bantay NHS		R. Viloría	
MTII/MTI-1-CN03	Dilag IS		T. Gapasen	
MTI-8-CN03	KNHS		E. Garvida	
MTI-10-CN03	KNHS		School Head	E. Garvida
MTI-21-CN03	KNHS		Head Teacher	E. Garvida
MTI-13-CN03	KNHS		Master Teacher	E. Garvida
MTI-9-CN03	KNHS		Department	E. Garvida
MTI-19-CN03	KNHS		Heads	E. Garvida
MTI-11-CN03	KNHS			E. Garvida
MTI-2-CN03	Nambucayan NHS			W. Parungao
MTI-6-CN03	Naneng NHS			A. Ismael



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MTI-17-CN03	TCNHS		R. Damasco
MTI-15-CN03	TCNHS		R. Damasco
MTI-7-CN03	TCNHS		R. Damasco
MTI-12-CN03	TCNHS		R. Damasco
MTI-18-CN03	TCNHS		R. Damasco
MTII-3-CN03	KNHS		E. Garvida
MTII-4-CN03	KNHS		E. Garvida
TIII-6-CN01	KNHS-SHS		E. Garvida
TII-2-CN01	Laya IS		M. Ambong
TIII/TII-3-CN01	Balong CS		C. Balucnit
TII-1-CN01	BCS		J. Lingbawan
TIII-1-CN01	Balong CS		C. Balucnit
TIII-2-CN01	DO Kalinga- Colong PS Gaogao ES		D. Banutan

3. In addition, the Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) will conduct the **paper assessment** of folders of applicants for Master Teachers. Head Teachers, and Teachers as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
HTIII/II/I-1-CN05 HTIII/II/I-2-CN05 HTIII/II-3-CN05 HTIII/II/I-4-CN05 HTIII/II/I-5-CN05 HTIII/II/I-6-CN05 HTIII/II/I-7-CN05 HTI-8-CN05 HTI-9-CN05 HTI-10-CN05	Paper Assessment	March 21, 2025 8:00am- 12:00nn	ASDS SGOD Chief SH AO V HRMO Secretariat	Katarungan Conference Hall (2 nd Flr. Main Bldg.)
All applicants for Higher Teaching positions (<i>Teacher II, Teacher III, Master Teacher I, and Master Teacher II</i>)	Paper Assessment	1:00pm- 5:00pm	ASDS CID Chief SH AO V HRMO Secretariat	

4. Forms can be downloaded through this link: <https://tinyurl.com/AnnexesHigherTeaching> Secretariat/In-charge are responsible to ensure that the forms to be utilized are readily available on the scheduled time of classroom observation. Secretariat is responsible to inform their respective applicants and observers on their time and schedule of observation, assist in the facilitation of conduct of the classroom observation/demonstration teaching, and prepare the necessary documents needed (*ex. Rating Sheets, Inter Observation Forms, Observation Notes Form, Attendance Sheets, and others*).



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5. Applicants for higher teaching positions will bring with them the following and submit to the DO Secretariat on the scheduled paper assessment:

Rating Sheets

Inter Observation Forms

Observation Notes Form

Photo documentation (with time-stamp) to be prepared by the Secretariat/In-charge (to ensure that there was an actual classroom observation happened)

Certification - enclosed

6. Immediate dissemination and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent


JAN NOWEL E. PEÑA

OIC Asst. Schools Division Superintendent



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C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

This is to certify that _____, applicant to the position of _____ had participated in the Classroom Observation held on **March 21, 2025** at _____, Schools Division of Tabuk City.

Done this **21st** day of **March, 2025** at Schools Division of Tabuk City, Tabuk City, Kalinga.

School Head
Name and Signature

