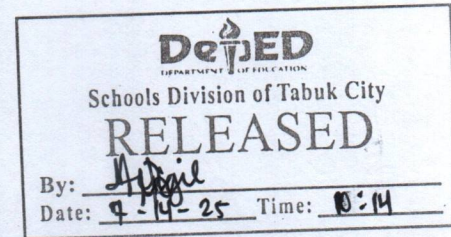




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY



July 14, 2025

DIVISION MEMORANDUM
 No. **284** s. 2025

CONDUCT OF ASSESSMENT AND EVALUATION OF COI AND NCOI OF APPLICANTS TO HIGHER TEACHING POSITIONS

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
 HRMPSB MEMBERS
 ALL CONCERNED EVALUATORS
 ALL OTHERS CONCERNED

1. Pursuant to DO No. 20, s. 2024 "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions", The Schools Division of Tabuk City through the Human Resource Merit, Promotion and Selection Board (HRMPSB) conduct **PPST COIs** (Classroom Observation/Demonstration Teaching) and **PPST NCOIs** which includes **Portfolio Annotations and BEI**.
2. 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 **July 16, 2025 from 7:20-11:00** in the morning to wit:

Application Codes	Venue/School	Observers	Secretariat/In-Charge
All teachers who applied to higher teaching positions published through DM 209, s. 2025	Respective schools of higher teaching positions applicants	At least 2 observers per applicant School Head Head Teacher Master Teacher Department Heads	AO II of school <i>Applicants please coordinate with your respective AOIIs for more specific details</i>

3. 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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4. All applicants are advised to come for the portfolio annotation and BEI on **July 16, 2025, 1:00-5:00pm at Katapatan Hall** and bring with you your portfolio for SY 2024-2025. All applicants are advised to comply with the following requirements:

- a. Applicants are advised to bring their laptop and extension cord on the scheduled date of portfolio annotations and BEI. Laptops shall be submitted to the secretariat for inspection 30 minutes before the start of the assessment.
- b. Applicants are required to have a gmail account (ex: TIII-2@gmail.com) using the application code generated and sent to your email to facilitate participation in the portfolio annotation. The conventional way to name your gmail is TIII 2. Applicants are not allowed to use their DepEd account and anyone whose name appears will be removed from the google classroom.
- c. Applicants are given 2 hours and 30 minutes to finish all the components of the assessment.

5. The following are the members of the evaluation committee who will assess the portfolio annotations and BEI of the applicants for higher teaching positions on **July 17, 2025 at 8:00 O'clock in the morning** at the Katarungan Hall:

Nicasio C. Sumarita Jr.
Gemmaline C. Bumanglag

Mildred S. Cabay
Marilyn B. Pecua

6. Conduct of paper assessment on **July 17, 2025** is as follows:

Application Code	Activity	Time and Date	Person Involved	Venue
All teachers who applied to higher teaching positions published through DM 209, s. 2025	Paper Assessment	1:00pm onwards	HRMPSB Members for Teaching Positions as per DM 04, s. 2025	SDO Tabuk City Katarungan Conference Hall (2 nd Flr. Main Bldg.)

7. 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

8. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City