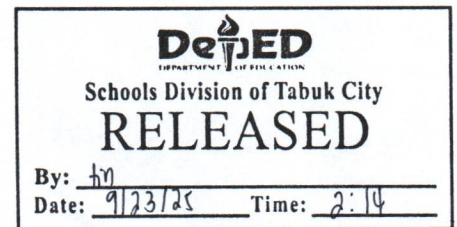




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**  
**Tabuk City, Kalinga**



September 22, 2025

**Division Memorandum**

No. 405, s. 2025

**CONDUCT OF THE HRMPSB ASSESSORS TRAINING AND DEEPENING ON CLASSROOM  
OBSERVATION AND PORTFOLIO ASSESSMENT WITH ORIENTATION ON THE  
EXPANDED CAREER PROGRESSION AND PROMOTION THROUGH  
RECLASSIFICATION OF POSITION**

To: Asst. Schools Division Superintendent  
Members of the HRMPSB  
All Concerned Personnel

1. The Schools Division of Tabuk City shall conduct the HRMPSB Assessors Training and Deepening on Classroom Observation and Portfolio Assessment with Orientation on the Expanded Career Progression and Promotion through Reclassification of Position on September 25-27, 2025 at the Kagitingan Hall, 2<sup>nd</sup> Floor, New Building.

2. The training aims to enhance the competence of HRMPSB members in conducting reliable classroom observations and objective portfolio assessments, while deepening their understanding of the Expanded Career Progression (ECP) framework and its policies on promotion through reclassification.

It seeks to ensure consistency, transparency, and adherence to the principles of merit and fitness in the assessment process, and to develop a pool of trained assessors who can effectively facilitate and manage teacher reclassification in alignment with DepEd and Civil Service guidelines.

3. Participants to said activity is presented in Enclosure 1 of this issuance, they are directed to register their participation to this link: <https://bit.ly/AssessorRegForm> or by scanning the QR Code below:



Training Matrix is attached as Enclosure 2.

4. All teachers involved in this activity shall be entitled to a Vacation Service Credit (VSC) while related-teaching and non-teaching personnel shall be entitled to a Compensatory Time Off (CTO) for their attendance on Saturday (September 27, 2025) subject to existing DepEd and CSC guidelines and regulations.



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
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5. The Orientation on the Expanded Career Progression and Promotion through Reclassification of Position which is scheduled on September 27, 2025 shall be opened to all interested personnel through MS Teams with this link: <https://bit.ly/TabukECPOrientation>.
6. All expenses relative to the conduct of this activity shall be charged to local funds subject to the usual auditing and accounting procedures.
7. Immediate dissemination of and compliance to this memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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**LIST OF PARTICIPANTS****A. Resource Persons and Program Management Team**

<b>Name</b>	<b>Position</b>
1. Jan Nowel E. Peña	Asst. Schools Division Superintendent
2. Catherine M. Badong	Administrative Officer IV
3. Nicasio C. Sumarita	Education Program Supervisor
4. Mildred Cabay	Principal IV
5. Marilyn Pecua	Principal III
6. Vincent Martinez	Education Program Specialist II
7. Shamgar Candelario	Education Program Specialist II
8. Joshua Rebancos	Administrative Aide VI

**B. Participants**

<b>Name</b>	<b>Position</b>	<b>School/Office</b>	<b>District</b>
9. Ramonchito A. Soriano	CES/PSB Member	CID	SDO
10. Sally P. Feken	CES/PSB Member	SGOD	SDO
11. Dorothy s. Asingal	AO V/PSB Member	OSDS	SDO
12. Dolores D. Ganotice	Principal III	Nambaran ES	ETD 1
13. Amado B. Danao	Principal II	Bulanao CS	ETD 1
14. Crispina G. Baligod	Principal I	Burobor ES	ETD 2
15. Maribel B. Gayodan	Principal I	Bulo East CS	ETD 2
16. Concepcion P. Olya-on	Principal I	Agbannawag CS	ETD 3
17. Geraldo L. Baligod	Principal I	Malalao ES	ETD 3
18. Severa P. Tugas	Principal I	Casigayan ES	NTD 1
19. Dorothy A. Pacia	Principal I		
20. Marciana M. Annogui	Principal III	Laya IS	NTD 2
21. Imelda L. Haban	Principal I	Balong CS	NTD 2
22. Melchor B. Langbisan	Principal I	Southern Tabuk IS	STD 1
23. Eddie G. Rodriguez	Principal I	Bulanao East ES	STD 1
24. Masilyn L. Talingdan	Principal I	Balawag CS	STD 3
25. Marlon A. Binoloc	Principal I	Binongsay ES	STD 3
26. Ruth M. Banao	Principal I	Western Tabuk CS	WTD 1
27. Elvira B. Tabag	Principal I	Tuga National HS	WTD 1
28. Brendalee Lingbawan	Principal I	Bantay ES	WTD 2
29. Flordeliza A. Sannadan	Principal I	Bado Dangwa CS	WTD 2
30. Judith A. Sagayo	Principal III	Calanan ES	
31. Loraine Ann B. Marcos	Principal I		
32. Julie Ann M. Lingbawan	AO II	Bulanao CS	ETD 1
33. Aza Lea C. Rodriguez	AO II	Nambaran AINHS	ETD 1
34. Esmeralda A. Costales	AO II	San Pablo IS	ETD 2
35. Femmalyn S. Mejia	AO II	Dananao ES	ETD 2
36. Jamine Earl Pauline B. Gayadan	AO II	Agbannawag NHS	ETD 3
37. Artici R. Ronquillo	AO II	Agbannawag CS	ETD 3
38. Janine Marie J. Agaran	AO II	Tabuk City CS	NTD 1
39. Mark Christian C. Buduan	AO II	Appas IS	NTD 1
40. April Torres Malaggan	AO II	Laya West ES	NTD 2
41. Thelma B. Gapasen	AO II	San Julian ES	NTD 2
42. Erecson I. Matias	AO II	Buanao East ES	STD 1
43. Bobby W. Daguio	AO II	Callagdao ES	STD 1



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44. Janice C. Madio	AO II	Cudal CS	STD 2
45. Kristine Jane C. Owek	AO II	Calaccad NHS	STD 2
46. Erma Joy S. Dumalan	AO II	Balawag NHS	STD 3
47. Benedict B. Carag	AO II	Binongsay ES	STD 3
48. Vicenta B. Aggubeban	AO II	Western Tabuk CS	WTD 1
49. Clifford Kaysonne M. Rivera	AO II	Tuga National HS	WTD 1
50. Thimoty V. Gallamaso	AO II	Bantay National HS	WTD 2
51. Jenny Rose M. Tabunigao	AO II	Banagan ES	WTD 2
52. Joy Rosario L. Pasalosdos	Master Teacher I	Bulanao CS	ETD 1
53. Myrna S. Benavidez	Master Teacher I	Ipil IS	ETD 1
54. Rebecca A. Silip	Master Teacher II	Bulo East CS	ETD 2
55. Maribel G. Ticnang	Master Teacher I	Lacnog IS	ETD 2
56. Myrna T. Dalo	Master Teacher I	Sotto ES	ETD 3
57. Donna T. Pao-iton	Master Teacher I	Agbannawag NHS	ETD 3
58. Mylene L. Salvador	Master Teacher II	Appas IS	NTD 1
59. Hamilton B. Macagne	Master Teacher II	Tabuk City NHS	NTD 1
60. Jovy P. Gunnawa	Master Teacher II	Laya IS	NTD 2
61. Mariza D. Ay-en	Master Teacher III	Dilag IS	NTD 2
62. Romana S. Wayagwag	Master Teacher I	Southern Tabuk IS	STD 1
63. Eleanor M. Valencia	Master Teacher II	Kalinga NHS	STD 1
64. Ana Marie B. Baliling	Master Teacher I	Cudal CS	STD 2
65. Jonathan N. Garcia	Master Teacher I	Calaccad NHS	STD 2
66. Susan A. Tumapang	Master Teacher I	Malin-awa ES	STD 3
67. Leah Mae B. Dawadao	Master Teacher I	Addang ES	STD 3
68. Annie B. Sumarita	Master Teacher II	Western Tabuk CS	WTD 1
69. Feliza N. Waclin	Master Teacher I	Calanan ES	WTD 1
70. Filippina T. Bencan	Master Teacher I	Bado Dangwa CS	WTD 2
71. Florian R. Licudine	Master Teacher I	Nambucayan ES	WTD 2
72. Karen W. Tabanganay	Public Schools District Supervisor	SDO	ETD 2
73. Joan M. Ranjo		SDO	ETD 3
74. Agustina N. Lomen		SDO	NTD 1
75. Ferdinand M. Malagyab		SDO	NTD 2
76. Corazon G. Bravo		SDO	STD 1
77. Emily B. Langkit		SDO	STD 2
78. Robert B. Binha-on		SDO	STD 3
79. Henry M. Alunday		SDO	WTD 1
80. Maria Medea Vallejo		SDO	WTD 2



## TRAINING MATRIX

### DAY 1 - SEPTEMBER 25, 2025

TIME	TOPIC/ACTIVITY	RESOURCE PERSON
07:30 a.m.	Registration	Secretariat
08:00 a.m.	Preliminaries <ul style="list-style-type: none"> <li>• Makabayang Awit</li> <li>• Prayer</li> <li>• Roll Call</li> <li>• Inspiring Message</li> </ul>	AVP AVP PMT  SDS Benedicta B. Gamatero
08:30 a.m.	Foundational concepts on the Recruitment, Selection, and Placement (RSP) Processes	ASDS Jan Nowel Peña
09:30 a.m.	Revised Qualification Standards for Positions under the Expanded Career Progression	ASDS Jan Nowel Peña
10:30 a.m.	Health Break	
11:00 a.m.	Evaluating the CSC-DepEd QS and Performance Requirement	AO IV Catherine M. Badong
12:00 nn	Lunch Break	
01:00 p.m.	Assessing and Scoring the Education, Training, Experience (ETE)	AO IV Catherine M. Badong
02:00 p.m.	Workshop on the QS Evaluation and Scoring Mechanism	AO IV Catherine M. Badong
03:00 p.m.	Health Break	
03:30 p.m.	Conducting and facilitating Classroom Observations	PIII Marilyn Pecua
04:30 p.m.	End of day Evaluation and Ways Forwards	PMT



**DAY 2 - SEPTEMBER 26, 2025**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>RESOURCE PERSON</b>
07:30 a.m.	MOL	PMT
08:00 a.m.	Assessing, Evaluating, and Scoring the Classroom Observable Indicators (COI)	PIV Mildred Cabay
09:30 a.m.	Workshop on COI assessment and scoring	PIII Marilyn Pecua
10:30 a.m.	Health Break	
11:00 a.m.	Assessing, Evaluating, and Scoring the Non-classroom Observable Indicators (NCOI)	PIV Mildred Cabay
12:00 nn	Lunch Break	
01:00 p.m.	Workshop on NCOI Scoring and Portfolio Assessment	PIII Marilyn Pecua
02:00 p.m.	Conducting, Assessing, and Evaluating the Behavioral Events Interview	EPS Nicasio Sumarita
03:00 p.m.	Health Break	
03:30 p.m.	Workshop on scoring the Behavioral Events Interview	EPS Nicasio Sumarita
04:30 p.m.	End of day Evaluation and Ways Forwards	PMT

**DAY 3 - SEPTEMBER 27, 2025**

<b>TIME</b>	<b>TOPIC/ACTIVITY</b>	<b>RESOURCE PERSON</b>
07:30 a.m.	MOL	PMT
08:00 a.m.	Overview of the Expanded Career Progression Policy and Promotion through Reclassification of Position	ASDS Jan Nowel Peña
11:00 a.m.	Open Forum	
12:00 nn	Lunch Break	
01:00 p.m.	Case in Point Scenarios	ASDS Jan Nowel Peña
02:00 p.m.	Walkthrough on the various ECP-ERF documentary requirements, preparation, and submission	AO IV Catherine M. Badong
03:00 p.m.	End of day Evaluation and Ways Forwards	PMT



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