



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

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

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October 1, 2025

Division Memorandum

No. 439, s. 2025

CONDUCT OF PORTFOLIO ASSESSMENT (NCOI ANNOTATION) AND BEHAVIORAL EVENTS INTERVIEW (BEI) FOR TEACHER APPLICANTS TO HIGHER TEACHING POSITION THROUGH RECLASSIFICATION OF POSITION IN THE SCHOOLS DIVISION OF TABUK CITY

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

1. The Schools Division of Tabuk City shall conduct the Portfolio Assessment (NCOI Annotation) and Behavioral Events Interview (BEI) for Teacher Applicants to higher teaching positions through reclassification of position on October 4, 2025 from 7:30 to 10:30 a.m. at Bulanao Central School.
2. Teacher applicants are instructed to bring their portfolio (Means of Verification) under the following NCOI RPMS PPST Indicators:

Position Applied for	NCOI PPST Indicators
Teacher II	4.3.2 Adapt and implement learning programs that ensure relevance and responsiveness to the needs of all learners.
	5.5.2 Utilize assessment data to inform the modification of teaching and learning practices and programs.
	6.2.2 Build relationships with parents/guardians and the wider school community to facilitate involvement in the educative process.
	6.4.2 Comply with and implement school policies and procedures consistently to foster harmonious relationships with learners, parents, and other stakeholders.
	7.3.2 Participate in professional networks to share knowledge and to enhance practice.
Teacher III	1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.
	4.2.2 Set achievable and appropriate learning outcomes that are aligned with learning competencies.
	4.3.2 Adapt and implement learning programs that ensure relevance and responsiveness to the needs of all learners.
	5.2.2 Monitor and evaluate learner progress and achievement using learner attainment data.
	5.5.2 Utilize assessment data to inform the modification of teaching and learning practices and programs.
Teacher IV	1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.
	4.2.2 Set achievable and appropriate learning outcomes that are aligned with learning competencies.



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	4.3.2	Adapt and implement learning programs that ensure relevance and responsiveness to the needs of all learners.
	5.2.2	Monitor and evaluate learner progress and achievement using learner attainment data.
	7.4.2	Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.
Teacher V	1.2.2	Use research-based knowledge and principles of teaching and learning to enhance professional practice.
	5.5.2	Utilize assessment data to inform the modification of teaching and learning practices and programs.
	6.1.2	Maintain learning environments that are responsive to community contexts.
	7.3.2	Participate in professional networks to share knowledge and to enhance practice.
	7.4.2	Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.
Teacher VI	1.2.2	Use research-based knowledge and principles of teaching and learning to enhance professional practice.
	4.4.2	Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice.
	5.4.2	Communicate promptly and clearly the learners' needs, progress and achievement to key stakeholders, including parents/guardians.
	5.5.2	Utilize assessment data to inform the modification of teaching and learning practices and programs.
	7.4.2	Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.
Teacher VII	1.2.2	Use research-based knowledge and principles of teaching and learning to enhance professional practice.
	4.4.2	Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice.
	5.2.2	Monitor and evaluate learner progress and achievement using learner attainment data.
	6.1.2	Maintain learning environments that are responsive to community contexts.
	7.4.2	Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.
Master Teacher II	1.2.3	Collaborate with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy.
	4.4.3	Review with colleagues, teacher and learner feedback to plan, facilitate, and enrich teaching practice.
	6.1.3	Reflect on and evaluate learning environments that are responsive to community contexts.
	6.3.3	Discuss with colleagues teaching and learning practices that apply existing codes, laws and regulations that apply to the teaching profession, and the responsibilities specified in the Code of Ethics for Professional Teachers.
	7.4.3	Initiate professional reflections and promote learning opportunities with colleagues to improve practice.
Master Teacher III	1.2.3	Collaborate with colleagues in the conduct and application of research to enrich knowledge of content and pedagogy.
	4.4.3	Review with colleagues, teacher and learner feedback to plan, facilitate, and enrich teaching practice.
	6.3.3	Discuss with colleagues teaching and learning practices that apply existing codes, laws and regulations that apply to the teaching

	profession, and the responsibilities specified in the Code of Ethics for Professional Teachers.
7.2.3	Identify and utilize personal professional strengths to uphold the dignity of teaching as a profession to help build a positive teaching and learning culture within the school.
7.5.3	Reflect on the Philippine Professional Standards for Teachers to plan personal professional development goals and assist colleagues in planning and achieving their own goals.

The list of participants to the Portfolio Assessment will be released through a separate issuance.

4. The list of proctors for said activity is attached to this memo as Enclosure 1. Their duties and responsibilities are as follows:
 - a. Supervise the conduct of the activity in their designated testing room to make sure that the portfolio annotation is conducted in a fair, unbiased, and standardized manner.
 - b. Provide necessary instructions, enforce assessment guidelines, and address any logistical concerns, and
 - c. Ensure that all portfolio entries, reflections, and responses of applicants are kept strictly confidential and are not disclosed or discussed outside the authorized assessment process while ensuring that all required forms, attendance sheets, and assessment records are properly completed and submitted.
5. The evaluation and scoring of the NCOI annotation will immediately follow at 10:30 a.m. The assessors are identified in Enclosure 2 of this issuance. Their duties and responsibilities are:
 - a. Use the prescribed rubrics, scoring guides, and DepEd-aligned standards to ensure fairness, objectivity, and consistency in rating,
 - b. Individually rate the applicant's responses in the NCOI Annotation Form and BEI using the Rubrics for the Demonstration of NCOIs,
 - c. Accomplished the Inter-assessor Agreement form whereby all assessors discuss their reasons for the rating. In case of different ratings, the assessors shall come up with a final rating, which is **NOT** an average of their individual ratings, but a rating based on their **reasoned and consensual judgment**.
 - d. Safeguard all applicant responses, portfolio contents, and assessment results, ensuring that no information is disclosed without proper authority.
 - e. Record scores, remarks, and justifications systematically, and submit assessment results in compliance with established guidelines.
6. Members of the PMT and Secretariat, Proctors and Assessors involved in this activity shall be entitled to a Compensatory Overtime Credit (COC) for their attendance to this activity subject to existing DepEd and CSC guidelines and regulations.
7. All expenses relative to the conduct of this activity shall be charged to local funds subject to the usual auditing and accounting procedures.
8. 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 PROCTORS

A. Program Management Team AND Secretariat

Name	Position
1. Jan Nowel E. Peña	Asst. Schools Division Superintendent
2. Catherine M. Badong	Administrative Officer IV
3. Joshua Rebancos	Administrative Aide VI
4. Mark Angelo L. Sarne	Administrative Aide VI

B. Room Proctors

Name	Position	School/Office	District
1. Julie Ann M. Lingbawan	AO II	Bulanao CS	ETD 1
2. Aza Lea C. Rodriguez	AO II	Nambaran AINHS	ETD 1
3. Esmeralda A. Costales	AO II	San Pablo IS	ETD 2
4. Femmalyn S. Mejia	AO II	Dananao ES	ETD 2
5. Jamine Earl Pauline B. Gayadan	AO II	Agbannawag NHS	ETD 3
6. Artici R. Ronquillo	AO II	Agbannawag CS	ETD 3
7. Janine Marie J. Agaran	AO II	Tabuk City CS	NTD 1
8. Mark Christian C. Buduan	AO II	Appas IS	NTD 1
9. April Torres Malaggan	AO II	Laya West ES	NTD 2
10. Thelma B. Gapasen	AO II	San Julian ES	NTD 2
11. Erecson I. Matias	AO II	Buanao East ES	STD 1
12. Bobby W. Daguio	AO II	Callagdao ES	STD 1
13. Janice C. Madio	AO II	Cudal CS	STD 2
14. Kristine Jane C. Owek	AO II	Calaccad NHS	STD 2
15. Erma Joy S. Dumalan	AO II	Balawag NHS	STD 3
16. Benedict B. Carag	AO II	Binongsay ES	STD 3
17. Vicenta B. Aggueban	AO II	Western Tabuk CS	WTD 1
18. Clifford Kaysonne M. Rivera	AO II	Tuga National HS	WTD 1
19. Thimoty V. Gallamaso	AO II	Bantay National HS	WTD 2
20. Jenny Rose M. Tabunigao	AO II	Banagan ES	WTD 2
21. Marjuline L. Layugan	Admin Asst	SDO	
22. Delilah C. Lozano	Admin Asst	SDO	
23. Marriane Fay T. Borilla	Admins Asst	SDO	
24. Karen V. Mendoza	AO II	SDO	
25. Haydee Liza B. Dubla	Admin Asst	SDO	
26. Jessica Polig	PDO II	APPAS IS	NTD 1

LIST OF ASSESSORS

1. Karen W. Tabanganay	Public Schools District Supervisor	SDO	ETD 2
2. Joan M. Ranjo		SDO	ETD 3
3. Agustina N. Lomen		SDO	NTD 1
4. Ferdinand M. Malagyab		SDO	NTD 2
5. Corazon G. Bravo		SDO	STD 1
6. Emily B. Langkit		SDO	STD 2
7. Robert B. Binha-on		SDO	STD 3
8. Henry M. Alunday		SDO	WTD 1
9. Maria Medea Vallejo		SDO	WTD 2
10. Gemmaline Bumangla		SDO	ETD1
11. Nicasio Sumarita	EPS	SDO	
12. Joy Rosario L. Pasalosdos	Master Teacher I	Bulanao CS	ETD 1
13. Myrna S. Benavidez	Master Teacher I	Ipil IS	ETD 1
14. Rebecca A. Sllip	Master Teacher II	Bulo East CS	ETD 2
15. Maribel G. Ticnang	Master Teacher I	Lacnog IS	ETD 2
16. Myrna T. Dalo	Master Teacher I	Sotto ES	ETD 3
17. Donna T. Pao-iton	Master Teacher I	Agbannawag NHS	ETD 3
18. Mylene L. Salvador	Master Teacher II	Appas IS	NTD 1
19. Hamilton B. Macagne	Master Teacher II	Tabuk City NHS	NTD 1
20. Jovy P. Gunnawa	Master Teacher II	Laya IS	NTD 2
21. Marizza D. Bangao	Master Teacher III	Dilag IS	NTD 2
22. Eleanor M. Valencia	Master Teacher II	Kalinga NHS	STD 1
23. Ana Marie B. Baliling	Master Teacher I	Cudal CS	STD 2
24. Jonathan N. Garcia	Master Teacher I	Calaccad NHS	STD 2
25. Susan A. Tumapang	Master Teacher I	Malin-awa ES	STD 3
26. Leah Mae B. Dawadao	Master Teacher I	Addang ES	STD 3
27. Annie B. Sumarita	Master Teacher II	Western Tabuk CS	WTD 1
28. Feliza N. Waclin	Master Teacher I	Calanan ES	WTD 1
29. Filippina T. Bencan	Master Teacher I	Bado Dangwa CS	WTD 2
30. Florian R. Licudine	Master Teacher I	Nambucayan ES	WTD 2
31. Mildred Cabay	Principal IV	Kalinga NHS	STD 1
32. Dolores D. Ganotice	Principal III	Nambaran ES	ETD 1
33. Amado B. Danao	Principal II	Bulanao CS	ETD 1
34. Crispina G. Baligod	Principal I	Burobor ES	ETD 2
35. Maribel B. Gayodan	Principal I	Bulo East CS	ETD 2
36. Concepcion P. Olya-on	Principal I	Agbannawag CS	ETD 3
37. Geraldo L. Baligod	Principal I	Malalao ES	ETD 3
38. Severa P. Tugas	Principal I	Casigayan ES	NTD 1
39. Dorothy A. Pacia	Principal I		
40. Marciana M. Annogui	Principal III	Laya IS	NTD 2
41. Imelda L. Haban	Principal I	Balong CS	NTD 2
42. Melchor B. Langbisan	Principal I	Southern Tabuk IS	STD 1
43. Eddie G. Rodriguez	Principal I	Bulanao East ES	STD 1
44. Masilyn L. Talingdan	Principal I	Balawag CS	STD 3
45. Marlon A. Binoloc	Principal I	Binongsay ES	STD 3
46. Ruth M. Banao	Principal I	Western Tabuk CS	WTD 1
47. Elvira B. Tabag	Principal I	Tuga National HS	WTD 1
48. Brendalee Lingbawan	Principal I	Bantay ES	WTD 2
49. Flordeliza A. Sannadan	Principal I	Bado Dangwa CS	WTD 2
50. Judith A. Sagayo	Principal III	Calanan ES	

