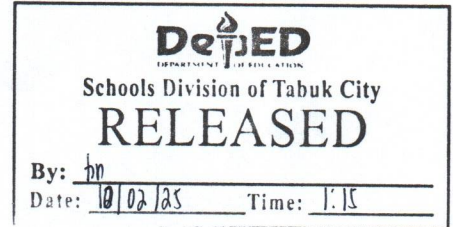




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**  
**Tabuk City, Kalinga**



October 2, 2025

**Division Memorandum**

No. 440, s. 2025

**CONDUCT OF PORTFOLIO ASSESSMENT FOR TEACHER IN-CHARGE AND HEAD 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 for Teacher In-charge and Head Teacher Applicants to higher teaching positions through reclassification of position on October 4, 2025 from 7:30 to 10:30 a.m. at the Kagitingan and Katapatan Hall of The Schools Division of Tabuk City.
2. The MOVs required in the reclassification process for higher teaching positions are not fully aligned with the actual functions and performance of Teacher-In-Charge and Head Teacher applicants, who are among the primary personnel affected by the Expanded Career Progression (ECP). Most of the required MOVs focus on non-classroom observable indicators (NCOI), which do not adequately reflect their supervisory and managerial roles.
3. Moreover, the intent of Teacher-In-Charge and Head Teacher applicants as provided under the ECP guidelines is to retain their current duties and responsibilities as school leaders and managers along the career line of school administration. Hence, it is only proper that their portfolio assessment include annotations on indicators drawn from the Philippine Professional Standards for School Heads (PPSSH), supplemented by their Key Result Areas defined in their performance ratings.
4. To address this gap, the HRMPSB has developed a comparable assessment for portfolio annotation based on PPSSH indicators and validated performance results. This ensures that TIC and Head Teacher applicants are assessed fairly and validly, in accordance with their actual functions, while maintaining alignment with DepEd standards and the principles of merit and fitness in promotion.
5. Applicants are therefore instructed to bring their portfolio (Means of Verification) under the following Performance Indicators:

| Indicators                                                                                              | Performance Key Result Areas       | Performance Objectives                                                                                            |
|---------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1.2.1 Demonstrate knowledge and understanding of the phases of development and implementation of school | School Planning and Implementation | <i>Develop and implement the school's Annual Improvement Plan (AIP) and facilitate quarterly reviews to track</i> |



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DepEd Tayo Tabuk City



|       |                                                                                                                                                                                                |                               |                                                                                                                                                                                                                           |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | plans aligned with institutional goals and policies                                                                                                                                            |                               | <i>progress, make necessary adjustments, and ensure alignment with school priorities and overall educational objectives</i>                                                                                               |
| 2.2.1 | Demonstrate knowledge and understanding of policies, guidelines and issuances in managing finances such as allocation, procurement, disbursement and liquidation aligned with the school plan. | Financial Stewardship         | <i>Utilized 98% of the budget allocation in accordance with the quarterly disbursement program with no overdraft/ deficit/ disallowance from oversight agency/ies</i>                                                     |
| 3.2.1 | Demonstrate knowledge and understanding of teaching standards and pedagogies within and across learning areas to provide technical assistance to teachers to improve their teaching practice.  | Curriculum and teaching       | <i>Objective: Enhance instructional supervision through regular classroom observations and the provision of timely, constructive feedback</i>                                                                             |
| 4.5.1 | Demonstrate knowledge and understanding of professional development in enhancing strengths and in addressing performance gaps among school personnel.                                          | Governance and Accountability | <i>Organize relevant capacity-building activities and provide post-training support to teaching and non-teaching staff to enhance instructional effectiveness, student learning outcomes and student support services</i> |
| 5.5.1 | Demonstrate skills in dealing with authorities, colleagues, parents and other stakeholders to encourage an enabling and supportive environment for learners.                                   | Process Improvement           | <i>Streamlined core processes and management of service provisioning of frontline and other office deliverables to ensure ease of transactions and/or digitalization/ digitization</i>                                    |

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

4. The proctors for said activity are as follows:

| <b>Name of Proctor</b> | <b>Position</b>                 |
|------------------------|---------------------------------|
| 1. Efren Y. Danag      | Planning Officer III            |
| 2. Vincent Martinez    | Education Program Specialist II |

Their duties and responsibilities are as follows:

- Supervise the assessment to make sure that the portfolio annotation and evaluation are conducted in a fair, unbiased, and standardized manner.
- Provide necessary instructions, enforce assessment guidelines, and address any logistical concerns, and
- Ensure that all portfolio entries, reflections, and responses of applicants are kept strictly confidential and are not disclosed or discussed outside the authorized



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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 portfolio annotation will immediately follow at 10:30 a.m. The assessors are identified in Enclosure 2 of Division Memorandum No. 439, s.2025. Their duties and responsibilities are stated in the same issuance.
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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