



DepED
DEPARTMENT OF EDUCATION
Schools Division of Tabuk City
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Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

September 29, 2025

Division Memorandum

No. 447, s. 2025

**RESCHEDULING OF THE CONDUCT OF PORTFOLIO ANNOTATION AND TEACHING
DEMONSTRATION FOR APPLICANTS TO HIGHER TEACHING POSITION
THROUGH RECLASSIFICATION**

To: Asst. Schools Division Superintendent
Members of the HRMPSB and Sub-committees
Administrative Officer IIs
All others concerned

1. The Schools Division of Tabuk City is rescheduling the conduct of the Portfolio Annotation and Non-classroom Observable Indicators (NCOI) Assessment for Teacher, Teacher In-charge and Head Teacher applicants to higher teaching position on October 11, 2025 at Bulanao Central School New building.

2. The room assignments of the examinees are identified can be viewed in this link: <https://bit.ly/NCOI-Rooms>. All other provisions of Division Memorandum No. 439, s. 2025 and Division Memorandum No. 440, s. 2025 shall remain in effect.

3. The demonstration teaching shall start on October 6 until October 9, 2025 at the applicant's respective school. In order to ensure compliance to classroom observation protocols, the following steps shall be observed:

- a. Applicants shall be allowed to select the schedule of their demonstration teaching within their official Teacher's Program. The chosen schedule must be communicated to their respective School Heads.
- b. The School Head shall coordinate with the observers/assessors regarding the schedules of the demonstration teaching in their school or jurisdiction. The pool of COI assessors in the school may include the School Principal and/or a Master Teacher (serving as subject matter expert), as well as the Public Schools District Supervisor or an assessor (a Principal or Master Teacher from a nearby school/district who can accommodate the schedule) if the school lacks the required number of observers/assessors. All assessors must possess the necessary knowledge and skills in conducting classroom observation using the Classroom Observation Tool (COT).

For other schools with Department Heads, the Department Heads shall lead the classroom observation accompanied with a Master Teacher serving as a subject matter expert.



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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- c. Teacher-In-Charge and Head Teacher applicants to higher teaching position shall be observed by at least a Principal II or a Public Schools District Supervisor, together with a Master Teacher (serving as subject matter expert).
 - d. Applicants shall be rated using the Classroom Observation Tool (COT), specifically on the required Classroom Observable Indicators (COI) that correspond to the position for which they are applying.
 - e. The Administrative Officer II shall be responsible for consolidating and safekeeping of all records of COI assessments (COT Rating Sheet, Inter-observer Agreement Form, and Observation Notes as well as the applicant's final COI assessment score). These records shall be submitted to the Division Office for official recording on October 10, 2025.
 - f. All other existing protocols and standards stipulated in earlier issuances shall continue to be strictly observed in the conduct of demonstration teaching.
4. The list of assessors who can be tapped if the number of Master Teacher or personnel in the school is not enough is attached as Enclosure 2. Other School Principals and Master Teachers can also assess applicants in other schools or districts as per recommendation of the Public Schools District Supervisor. The Public Schools District Supervisors shall ensure that all teachers applying for promotion through reclassification shall be able to conduct their demonstration teaching within the given time frame.
5. Immediate dissemination of and compliance to this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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Annex A
List of Room Proctors

Name	Position	Room
1. Julie Ann M. Lingbawan	AO II	1
2. Aza Lea C. Rodriguez	AO II	2
3. Esmeralda A. Costales	AO II	3
4. Femmalyn S. Mejia	AO II	4
5. Jamine Earl Pauline B. Gayadan	AO II	5
6. Artici R. Ronquillo	AO II	6
7. Janine Marie J. Agaran	AO II	7
8. Mark Christian C. Buduan	AO II	8
9. April Torres Malaggan	AO II	9
10. Thelma B. Gapasen	AO II	10
11. Erecson I. Matias	AO II	11
12. Bobby W. Daguio	AO II	12
13. Janice C. Madio	AO II	13
14. Kristine Jane C. Owek	AO II	14
15. Erma Joy S. Dumalan	AO II	15
16. Benedict B. Carag	AO II	16
17. Vicenta B. Aggueban	AO II	17
18. Clifford Kaysonne M. Rivera	AO II	18
19. Thimoty V. Gallamaso	AO II	19
20. Jenny Rose M. Tabunigao	AO II	20
21. Marjuline L. Lawagan	Admin Asst	21
22. Delilah C. Lozano	Admin Asst	22
23. Marriane Fay T. Borilla	Admin Asst	23
24. Karen V. Mendoza	AO II	24
25. Haydee Liza B. Dubla	Admin Asst	25
26. Jessica Polig	PDO II	26



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Annex A
List of Teaching Demonstration Assessors

District	Name	Position
ETD 1	Gemmaline Bumanglag	Public Schools District Supervisor
	Dolores D. Ganotice	Principal III
	Amado B. Danao	Principal II
	Joy Rosario L. Pasalosdos	Master Teacher I
	Myrna S. Benavidez	Master Teacher I
ETD 2	Karen W. Tabanganay	Public Schools District Supervisor
	Crispina G. Baligod	Principal I
	Maribel B. Gayodan	Principal I
	Rebecca A. Sllip	Master Teacher II
	Maribel G. Ticnang	Master Teacher I
ETD 3	Joan M. Ranjo	Public Schools District Supervisor
	Concepcion P. Olya-on	Principal I
	Geraldo L. Baligod	Principal I
	Myrna T. Dalo	Master Teacher I
	Donna T. Pao-iton	Master Teacher I
NTD 1	Agustina N. Lomeng	Public Schools District Supervisor
	Severa P. Tugas	Principal I
	Dorothy A. Pacia	Principal I
	Mylene L. Salvador	Master Teacher II
	Hamilton B. Macagne	Master Teacher II
NTD 2	Ferdinand M. Malagyab	Public Schools District Supervisor
	Marciana M. Annogui	Principal III
	Imelda L. Haban	Principal I
	Jovy P. Gunnawa	Master Teacher II
	Marizza D. Bangao	Master Teacher III
STD 1	Corazon G. Bravo	Public Schools District Supervisor
	Mildred Cabay	Principal IV
	Marilyn Pecua	Principal III
	Melchor B. Langbisan	Principal I
	Eddie G. Rodriguez	Principal I
	Jona Balcanao	Master Teacher I
	Eleanor M. Valencia	Master Teacher II
STD 2	Emily B. Langkit	Public Schools District Supervisor
	Ana Marie B. Baliling	Master Teacher I
	Jonathan N. Garcia	Master Teacher I
STD 3	Robert B. Binha-on	Public Schools District Supervisor
	Masilyn L. Talingdan	Principal I
	Marlon A. Binoloc	Principal I
	Susan A. Tumapang	Master Teacher I
	Leah Mae B. Dawadao	Master Teacher I
WTD 1	Henry M. Alunday	Public Schools District Supervisor
	Elvira B. Tabag	Principal I
	Judith A. Sagayo	Principal III
	Ruth M. Banao	Principal I
	Annie B. Sumarita	Master Teacher II
	Feliza N. Waclin	Master Teacher I
WTD 2	Maria Medea Vallejo	Public Schools District Supervisor
	Brendalee Lingbawan	Principal I
	Flordeliza A. Sannadan	Principal I
	Filippina T. Bencan	Master Teacher I
	Florian R. Licudine	Master Teacher I
SDO	Nicasio G. Sumarita Jr	Education Program Supervisor