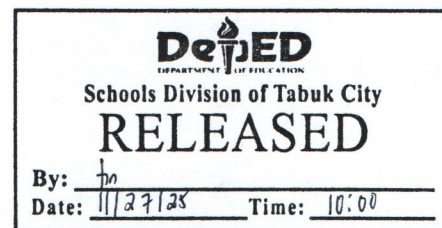




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Tabuk City, Kalinga



November 27, 2025

Division Memorandum

No. 557, s. 2025

“CONDUCT OF DEMONSTRATION TEACHING (COI), PORTFOLIO ASSESSMENT (NCOI ANNOTATION), AND ENCODING OF COMPARATIVE ASSESSMENT RESULT (CAR) FOR BATCH 2 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 Demonstration Teaching (COI), Portfolio Assessment (NCOI Annotation), and Encoding of CAR for Teacher Applicants to higher teaching positions through reclassification of position. **See the schedules below.**

Schedule of Activities:

- a. December 4-5, 2025: **Demonstration Teaching** of Teachers in their respective class schedules.
 - b. December 6, 2025 (7:30 a.m. to 10:30 a.m.)- **Portfolio Assessment** (NCOI Annotation) at Bulanao Central School
 - c. December 9-11, 2025: **Encoding of CAR**
2. During the Portfolio Assessment, Teacher applicants are instructed to bring their portfolio (Means of Verification) under the following NCOI RPMS PPST Indicators:

The list of proctors, assessors, and participants in the Portfolio Assessment will be released through a separate issuance.
 3. All expenses relative to the conduct of this activity shall be charged to local funds subject to the usual auditing and accounting procedures.
 4. Immediate dissemination of and compliance with this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent

JAN NOWEL E. PEÑA

Assistant Schools Division Superintendent



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