



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
 Name: 0052851
 Signature: [Signature]
 Date: DEC 18 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 School Head, Malibago Elementary School
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF REGIONAL TRAINING OF TRAINERS (RTOT)
 ON ASSESSORS TRAINING AND DEEPENING ON CLASSROOM
 OBSERVATION AND PORTFOLIO ASSESSMENT**

DATE: December 16, 2024

1. Attached is Memorandum HRDD-2024-124 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated December 5, 2024 titled “*Conduct of Regional Training of Trainers (RTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment*,” which aims to build a pool of credible and competent trainers in all Schools Division Offices who will train potential assessors for the implementation of the ECP system in their respective field offices.

2. The Regional Training of Trainers (RTOT) will be conducted on January 13-17, 2025 within NCR. The following personnel, whose names are reflected in the table below, shall represent the Schools Division of Marinduque and shall spearhead the Division Training of Trainers (DTOT):

NAME	POSITION	SCHOOL/OFFICE
<i>Participants</i>		
1. Maridell F. Hermosa	AO IV	OSDS-Personnel Unit
2. Maita M. Lazares	EPS	SGOD
3. Norman P. Romasanta	Principal I	Malibago ES
4. Dr. Ma. Corazon A. Borja	Principal II	Mogpog NCHS
<i>Regional Trainer</i>		
1. Maridel G. Lincallo	PSDS	Buenavista District

3. The participants are advised to confirm their attendance through <https://forms.office.com/r/HYhqzSnETc?origin=lprLink> on or before January 6, 2025. Check-in will be on January 13, 2025 at 2:00PM, with PM snacks as the first meal while

*“DepEd Marinduque: Heart of the Philippines.
 Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
 Email: marinduque@deped.gov.ph
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Facebook Page: DepEd Marinduque

check-out will be on January 17, 2024 at 12:00PM, with lunch as the last meal. Furthermore, they are advised to bring their laptops.

4. Travel expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations while those for the regional trainers shall be charged against the Regional HRTD Funds (Continuing Fund for FY 2023).

5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

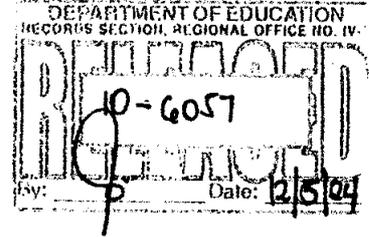
*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
HRDD-2024-124

TO: SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM: *For: Juan Otr*
NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

SUBJECT: CONDUCT OF REGIONAL TRAINING OF TRAINERS (RTOT) ON
ASSESSORS TRAINING AND DEEPENING ON CLASSROOM
OBSERVATION AND PORTFOLIO ASSESSMENT

DATE: December 05, 2024

Per Memorandum DM-OUHROD-2024-2013, s. 2024 dated October 7, 2024, from the Office of the Regional Director, Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development, the issuance of Executive Order (EO) No. 174, s. 2022 titled "Establishing the Expanded Career Progression System for Public School Teachers," and its Implementing Rules and Regulations (IRR) further reinforces the Department's commitment to promoting professional development and career advancement among public school teachers. It clearly defines the career paths of teachers within the public school system at the basic education level, linking their progression to the attainment of necessary qualifications and professional standards. Hence, this Office, through the Human Resource Development Division, shall conduct a **Regional Training of Trainers (RTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment** from **January 13-17, 2025**. The exact venue will be announced in a separate advisory.

This RTOT aims to build a pool of credible and competent trainers in all Schools Division Offices (SDOs) who will train potential assessors for the implementation of the ECP system in their respective field offices. The training focuses on deepening the trainers' knowledge and understanding of teacher competency assessment anchored on the Philippine Professional Standards for Teachers (PPST), measured through classroom observation, portfolio assessment, and interviews.

Further, at the end of the RTOT, participants are expected to:



Address: Meralco Avenue corner St. Paul Road, Pasig City
Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
Email Address: mimaropa.region@deped.gov.ph
Website: depedmimaroparegion.ph



Certificate No. PNP-GMS
24 02 0182

- a. Discuss the standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
- b. Apply various assessment techniques for teacher reclassification and promotion, including document review, classroom observation, portfolio assessment, and interviews; and
- c. Craft a Division Training Implementation Plan (RTIP) for the Division Assessors Training to be participated in by potential assessors.

Each Schools Division Office is directed to select their respective division trainer-facilitators to participate in the RTOT. The division trainer-facilitators shall be selected based on the following qualifications:

- ✓ a. Member of the HRMPSB and/or its sub-committee(s) for teacher promotion (MT, HT, School Head, Supervisor, SGOD/CID Chief, TCE)
- b. High proficiency in training facilitation as a resource speaker (preferably MEAP-recognized Trainer)
- c. Experience in conducting classroom observations, providing feedback, and rating/validating IPCRF
- d. Training in the implementation of PPST, PPSSH, PPSS, or other related competency development and assessment for L&D
- e. Proficient knowledge and understanding of the effective and proper implementation of competency-based standards (PPST, PPSSH, PPSS, etc.)
- f. Training in the implementation of RPMS
- g. Very Satisfactory performance rating in the RPMS

Below is the allocation of participants per Schools Division Office:

Schools Division Office	No. of Participants
Calapan City	4
Occidental Mindoro	5
Oriental Mindoro	4
Puerto Princesa City	4
Palawan	7
Romblon	5
Marinduque	4
Total	33

Participants are advised to confirm their attendance through the forms found at this link <https://forms.office.com/r/HYhqzSnETc?origin=lprLink> on or before **January 6, 2025**. Check-in will be on January 13, 2025, at 2:00 PM with PM snacks as the first meal, while check-out will be on January 17, 2025, at 12:00 PM with lunch as the last meal.

All participants are expected to bring their laptops, as some parts of the activity will be done electronically. Bringing a personal extension cord is not mandatory but ideal.

Board and lodging for all participants, as well as the travel expenses of the NTWG, Regional Trainers, and Program Management Team, shall be charged against HRTD Funds (Continuing fund for FY 2023). The travel expenses of the participants (selected division trainer-facilitators) shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

For further details, you may contact Mr. Eric G. Teñoso, Education Program Supervisor, through email at hrdd.mimmaropa@deped.gov.ph or cellphone no. 0920-1375559.

Attachments:

1. List of Regional Trainers
2. Program of Activities

Attachment 1:

List of Regional Trainers

Name	Position	Office
Florinda B. Dimansana	Chief Education Supervisor	Regional Office-Human Resource Development Division
Eric G. Teñoso	Education Program Supervisor	Regional Office-Human Resource Development Division
Alvin C. Abajar	Teacher Credentials Evaluator II	Regional Office-Administrative Services Division
Maridel G. Lincallo	Public Schools District Supervisor	Schools Division Office-Marinduque
Ricky A. Apostol	Principal IV	Schools Division Office-Oriental Mindoro

Attachment 2:

Regional Training of Trainers (RTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment

January 13-17, 2025
Within Metro Manila

PROGRAM MATRIX

Time	Minutes	ACTIVITIES				
		January 13	January 14	January 15	January 16	January 17
6:30 AM-8:00AM	90 mins.	<i>Arrival and Registration</i>	Breakfast	Breakfast		
8:00AM-8:30 AM	30 mins		<i>Preliminaries and Management of Learning</i>	<i>Preliminaries and Management of Learning</i>	<i>Preliminaries and Management of Learning</i>	<i>Preliminaries and Management of Learning</i>
8:30 AM-9:45 AM	90 mins		Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program	Session 5: Overview of the PPST and Its Indicators (COI and NCOI)	Session 7: Assessing the Demonstration of the Non-Classroom Observable Indicators	<ul style="list-style-type: none"> • Synthesis of Sessions • Ways Forward • Post Test • End-Of-Program Evaluation
9:45 AM-10 AM	15 mins		Health Break	Health Break	Health Break	Health Break
10 AM-12:00 PM	120 mins		Session 3.a: Procedures and Requirements for Reclassification	Continuation of Session 5	Continuation of Session 7	Closing Program
12:00 PM-1:00 PM	60mins		Lunch Break	Lunch Break	Lunch Break	Lunch Break and Check out
1:00 PM-2:00 PM			<i>Check-in and Preparation for Opening Program</i>	Session 3.b: QS and Performance Requirements	Session 6: Assessing the Demonstration of Classroom Observable Indicators (COIs)	Session 8: Behavioural Events Interview
2:00 PM-2:30 PM	30 mins.					
2:30 PM-3:00 PM	30 mins		Health Break	Health Break	Health Break	
3:00 PM-3:15PM	15 mins		Session 1: Teacher Development Framework	Session 4: ETE and Performance	Continuation of Session 6	
3:15 PM-4:45 PM	120 mins	Daily Evaluation	Daily Evaluation	Daily Evaluation		
4:45 PM-5:00 PM	15 mins					