



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
HRDD – 2024 – 1225

NOV 11 2024

To: Schools Division Superintendent) Division of Bayugan City
All Others Concerned

**CONDUCT OF NATIONAL TRAINING OF TRAINERS (NTOT) ON ASSESSORS
TRAINING AND DEEPENING ON CLASSROOM OBSERVATION AND
PORTFOLIO ASSESSMENT**

1. In preparation for the implementation of the Expanded Career Progression (ECP) System, the Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division (HRDD), shall conduct a National Training of Trainers on Assessors Training and Deepening of Classroom Observation and Portfolio Assessment- Batch 2 on November 18-21, 2024 in Davao City.
2. The nominated participants who will attend the activity are the following:

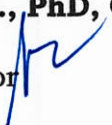
No.	Name	Office	Position/Designation
1	Dr. Flordelisa R. Dalin	HRDD	Chief Education Supervisor
2	Marlyne M. Villareal	QAD	Chief Education Supervisor
3	Jonathan F. Garzon	FTAD	Education Program Supervisor
4	Sheryl R. Puyo	ASD	Administrative Officer V/HRMO
5	Jimuel O. Diva	Bayugan City Division	Master Teacher II

3. Kindly refer to the attached Memorandum DM-OUHROD-2024-2013 and Advisory for details.

4. For your guidance and compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE, JR., PhD, CESO IV
Director III
Assistant Regional Director 

Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-2013

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

ASSESSORS

TRAINING

HRDD/rsr
11/08/2024



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

14 October 2024

This is in reference to Memorandum **DM-OUHROD-2024-20** **Subject of National Training of Trainers (NTOT) on Assessment and Classroom Observation and Portfolio Assessment** **October 2024.**

Due to the unavailability of the identified venue and other administrative difficulties, please be informed of the changes to the schedules for Batches 2 and 3:

Batch and Participating Regions	Original Schedule	New Schedule	Registration link
Batch 1 (Cebu) Regions V, VI, VII, VIII, IX	November 5-8, 2024	No changes	https://bit.ly/BATCH1_NTOT2024
Batch 2 (Davao) Regions X, XI, XII, CARAGA	November 12-15, 2024	November 18-21, 2024	https://bit.ly/BATCH2_NTOT2024
Batch 3 (Metro Manila) Regions I, II, III, IV-A, IV-B, NCR, CAR	November 19-22, 2024	November 12-15, 2024	https://bit.ly/BATCH3_NTOT_2024

A separate advisory shall be issued for the specific venue and other details of the activities.

For RO-HRDD Chiefs who have not registered yet their selected/authorized participants, please accomplish the online registration form through the link provided herein at least **one (1) week** prior to the activity.

For any concerns or clarifications, kindly coordinate with Ms. Ruby Chanda J. Crisostomo or Mr. Raymond C. Oplado at the telephone nos. (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

For your information and appropriate action.

WILFREDO E. CABRAL

Regional Director

Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development
and School Infrastructure and Facilities





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2013

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development and
School Infrastructure Facilities

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

DATE : 07 October 2024

The issuance of the 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 reinforce the Department’s commitment in 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, attaching their progression with the attainment of the necessary qualifications and professional standards.

Congruent with this commitment and in anticipation for the implementation of the Expanded Career Progression (ECP) System, the Bureau of Human Resource and Organizational Development, through the Human Resource Development Division (BHROD-HRDD), shall conduct a **series of National Training of Trainers (NTOT) on Assessors Training and Deepening of Classroom Observation and Portfolio Assessment**, which aims to build a pool of credible and competent trainers in all regions who will capacitate potential assessors for the implementation of ECP System in their respective field offices. The training focuses on the deepening of the trainers’ knowledge and understanding on teacher competency assessment anchored on the Philippine Professional Standards for Teachers (PPST), measured through classroom observation, portfolio assessment, and interview.

At the end of the NTOT, the participants are expected to have:

- discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
- applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
- crafted a Regional Training Implementation Plan (RTIP) for the Regional Assessors Training to be participated by potential assessors.

The detailed program of activities is attached as **Annex A**. The conduct of the NTOT is divided into three (3) batches, as follows:

Title of the Activity	Date	Venue
National Training of Trainers (NTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment	November 5-8, 2024 (<i>Batch 1</i>)	Within Cebu
	November 12-15, 2024 (<i>Batch 2</i>)	Within Davao
	November 19-22, 2024 (<i>Batch 3</i>)	Within Metro Manila

(Note: The exact venue of these activities shall be announced through a separate advisory)

In this regard, all concerned Regional Directors (RDs) are hereby directed to authorize the participation of the select members of the Career Progression – Assessors Program National Technical Working Group (NTWG) listed in **Annex B-1** to serve as resource persons and training facilitators. Furthermore, all RDs are directed to select their respective **regional trainer-facilitators** and authorize their participation in the NTOT, together with the Regional Office Chief of Human Resource Development Division (RO-HRDD) who shall serve as the lead of the regional participants. The schedule and number of participants/slots per region are detailed in **Annex B-2** (Note: regional allocation already includes the RO-HRDD Chief). The regional trainer-facilitators shall be selected based on the following criteria:

- Master Teacher, Head Teacher, School Head, Supervisor, SDO CID Chief, SDO SGOD Chief, RO HRDD SEPS
- Member of the HRMPSB and/or its sub-committee/s for teacher promotion
- With high proficiency in training facilitation as resource speaker (preferably NEAP-recognized Trainer)
- Must have experience in IPCRF assessment for teachers as rater/observer
- Must have experience and/or training in classroom observation, portfolio assessment, and provision of feedback
- Must have training in the implementation of PPST assessment for L&D purposes
- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly on the PPST
- Trained in the implementation of RPMS-PPST
- With performance rating of Outstanding

For attendance confirmation, the RO-HRDD Chief are directed to register all the selected/authorized participants at least **one (1) week** prior to the activity using the links provided below:

Batch	Participating Regions	Registration Link
Batch 1 November 5-8, 2024	Region V Region VI Region VII Region VIII Region IX	https://bit.ly/BATCH1_NTOT2024
Batch 2 November 12-15, 2024	Region X Region XI Region XII CARAGA	https://bit.ly/BATCH2_NTOT2024
Batch 3 November 19-22, 2024	Region I Region II Region III Region IV-A Region IV-B NCR CAR	https://bit.ly/BATCH3_NTOT_2024

Board and lodging of all participants as well as the travel expenses of the NTWG and Program Management Team and Secretariat shall be charged against HRTD Funds (Continuing fund for FY 2023); while the travel expenses of the participants (selected regional trainer-facilitators) shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations. For meal arrangements, please refer to the table below:

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Day 1	x	x	✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	x	x

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

For more information and further clarifications, you may coordinate with the BHROD-HRDD through Ms. Ruby Chanda J. Crisostomo or Mr. Raymond C. Oplado at telephone no. (02) 8470-6630 or email address at bhrod.hrdd@deped.gov.ph.

For your information and guidance.

[HRDD/Oplado]

Activity Title **National Training of Trainers (NTOT) for Assessors on Expanded Career Progression**

Schedules and Venue November 5-8, 2024 | Batch 1 - Within Cebu
November 12-15, 2024 | Batch 2 - Within Davao
November 19-22, 2024 | Batch 3 - Within Metro Manila

Objectives This activity aims to build a pool of competent and credible trainers in all regions who will capacitate potential assessors for the implementation of ECP System in their respective field offices. At the end of the NTOT, the participants are expected to have:

1. discussed the Standards-based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
2. applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, and interview; and
3. crafted a Regional Training Implementation Plan (RTIP) for the Regional Assessors Training to be participated by potential assessors.

INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity
DAY 01 (First Meal: Lunch)	
AM	<i>Arrival and Registration of the Participants</i>
PM	Preliminaries: • Prayer • National Anthem • House Rules • Opening Remarks • Welcoming the Participants • Expectation Setting
	<i>Session 1: Teacher Development Framework</i>
	<i>Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program</i>
DAY 02	
AM	Preliminaries and Management of Learning (MOL)
	<i>Session 3a: Procedures and Requirements for Reclassification</i>
	<i>Session 3.b: QS (new) and Performance Requirements</i>
	<i>Workshop 1: Accomplishment of MTPPS (Part I & II - QS & Performance)</i>
PM	<i>Session 4: ETE and Performance (Chapters 2 & 3)</i>
	<i>Workshop 1a: Simulation of ETE and Performance Computation using sample application documents</i>
	<i>Workshop 1b: Processing</i>
	<i>Health Break</i>

LIST OF PARTICIPANTS

(NTWG and Central Office Program Management Team)

*Bureau of Human Resource and Organizational Development –
Human Resource Development Division*

Career Progression – Assessors' Program**National Training of Trainers (NTOT) for Assessors on Expanded Career Progression**

November 5-8, 2024 | (1st Batch) - Within Cebu
November 12-15, 2024 | (2nd Batch) - Within Davao
November 19-22, 2024 | (3rd Batch) - Within Metro Manila

No.	NAME	POSITION	OFFICE
Career Progression-Assessors Program NTWG			
1	Susan Collano	Schools Division Superintendent	SDO Naga City, RO V
2	Mervie Seblon	OIC-Assistant Schools Division Superintendent	SDO General Santos, RO XI
3	Dinah Bonao	Chief, HRDD	RO I
4	Harvie Villamor	Chief Education Supervisor	RO VIII
5	Mark Anthony Idang	Education Program Supervisor	SDO Laguna, RO IV-A
6	Noemi Baysa	Public Schools District Supervisor	SDO Malabon City, NCR
7	Angelo Uy	Public Schools District Supervisor	SDO Dasmariñas City, RO IV-A
8	Arniel Garque	Public Schools District Supervisor	SDO Guimaras, RO VI
9	Jayson Santos	Senior Education Program Specialist	SDO Pampanga, RO III
10	Angelo Unay	Principal II	SDO Imus City, RO IV-A
5 Program Managers and Secretariat from BHRD – Human Resource Development Division			

SCHEDULE AND ALLOCATION PER REGION
(participants to be identified by the region)

Region	No. of Participants
Batch 1 - November 5-8, 2024 Within Cebu	
Region V	6
Region VI	7
Region VII	7
Region VIII	5
Region IX	5
Batch 2 - November 12-15, 2024 Within Davao	
Region X	5
Region XI	5
Region XII	5
CARAGA	5
Batch 3 - November 19-22, 2024 Within Metro Manila	
National Capital Region (NCR)	7
Cordillera Administrative Region (CAR)	5
Region I	5
Region II	5
Region III	6
Region IV-A	7
Region IV-B	5

Participants shall be identified using the following selection criteria and qualifications:

- Master Teacher, Head Teacher, School Head, Supervisor, SDO CID Chief, SDO SGOD Chief, RO HRDD Chief, RO HRDD SEPS
- Member of the HRMPSB and/or its sub-committee/s for teacher promotion
- With high proficiency in training facilitation as resource speaker (preferably NEAP-recognized Trainer)
- Must have experience in IPCRF assessment for teachers as rater/observer/assessor
- Must have experience and/or training in classroom observation, portfolio assessment, and provision of feedback
- Must have training in the implementation of PPST assessment for L&D purposes
- With proficient knowledge and understanding on the effective and proper implementation of competency-based standards, particularly on the PPST
- Trained in the implementation of RPMS-PPST
- With performance rating of Outstanding