



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 19, 2024

**REGIONAL MEMORANDUM**  
HRDD-2024- **177**

**TRAINING OF ASSESSORS ON COMPETENCY-BASED PORTFOLIO  
ASSESSMENT OF SCHOOL HEADS**

To: Schools Division Superintendents } Division of Northern Samar  
Division of Southern Leyte  
Regional Office Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is DM-OUHROD-2024-0243 dated February 15, 2024 announcing the conduct of Training of Assessors on Competency-based Portfolio Assessment of School Heads on February 26 to March 2, 2024 at the NEAP Facility, Baguio Teachers Camp, Baguio City.
2. The training aims to capacitate the identified DepEd personnel who will form the pool of assessors, and validate the Assessor's Tool which was crafted during the development of the assessor's training program held on January 29 to February 2024.
3. The participants to this activity are as follows:

| Name of Participant     | Office/Division | Position  |
|-------------------------|-----------------|-----------|
| Dr. Elena S. de Luna    | HRDD            | ASDS      |
| Atty. Diana Flor D. Eco | Northern Samar  | Principal |
| Aura Aguilar            | Southern Leyte  | Principal |

4. Please refer to the attached Memorandum for other relevant information about the training.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: As stated

References: None

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

ASSESSORS SCHOOL HEAD TRAINING  
HRDD-NEAP-MCA

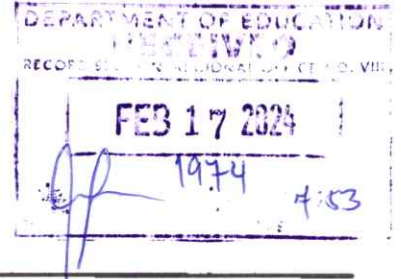


**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone Nos.:** (053) 832-5738  
**Email Address:** region8@deped.gov.ph  
**Website:** <https://region8.deped.gov.ph>

2218



Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



**MEMORANDUM**  
**DM-OUHROD-2024-0243**



**TO : Regional Directors**  
**Schools Division Superintendents**  
**Human Resource Development Division Chiefs**  
**NEAP-R Focal Persons**  
**All Others Concerned**

**FROM : *[Signature]* WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-In-Charge, Office of the Undersecretary for Human Resource and Organizational Development*

**SUBJECT : TRAINING OF ASSESSORS ON COMPETENCY-BASED PORTFOLIO ASSESSMENT OF SCHOOL HEADS**

**DATE : 15 February 2024**

1. As provided by DepEd Order No. 011, s. 2019 titled *Implementation of the NEAP Transformation*, the National Educators Academy of the Philippines is developing its Core Programs that are categorized into Teacher Induction Programs, Career Progression Programs for Classroom Teachers, and Special Programs.
2. The NEAP Transformation Report of the Research Center for Teacher Quality classified the **Assessor's Training Programs** as a Special Program. For this reason, the **Training of Assessors on Competency-Based Portfolio Assessment of School Heads** will be conducted on **26 February – 02 March 2024** at **NEAP Facility, Baguio Teachers Camp, Baguio City**.
3. The training aims to capacitate identified DepEd personnel who will form the pool of assessors and validate the Assessor's Tool which was accomplished/ designed during the development of the assessor's training program held on 29 January – 02 February 2024. Participants include select personnel from the Regional Offices (ROs) and Schools Division Offices (SDOs).
4. The Regional Directors are requested to send at least three (3) personnel who have the following qualifications:
  - a. Occupied any of the following positions with at least five (5) years of experience as School Head: Schools Division Superintendent,



|                |           |      |        |
|----------------|-----------|------|--------|
| Doc. Ref. Code | DM-OUHROD | Rev  | 00     |
| Effectivity    | 09.20.21  | Page | 1 of 3 |



*Handwritten notes:*  
 02/16/24  
 2/16/24

Assistant Schools Division Superintendent (ASDS), RO/SDO Chiefs, RO/SDO Supervisor, and School Heads;

- b. With significant experience and expertise in the field of education, particularly in school management and leadership;
  - c. Has deep understanding of education policies, regulations, and practices on school management;
  - d. Has an in-depth knowledge and understanding of the Philippine Professional Standards for School Heads;
  - e. Possesses strong communication skills, both written and verbal, and able to provide constructive feedback and recommendations;
  - f. A good team player; and
  - g. Has no pending administrative case and with unquestionable integrity.
5. ASDS, RO/SDO Supervisors, and School Heads listed in **Enclosure 1** must be given priority since they already attended the *Development of Assessor's Training Program for School Heads* held in January 2024 in Marikina City.
  6. Likewise, School Heads listed in **Enclosure 2** who will serve as program designers are requested to attend but they will not belong to the list of RO participants. An **online meeting for program designers** is scheduled on **21 February 2024, 9:00a.m.** through the link <https://meet.google.com/msb-dysx-ymv> with PIN **792 645 168#**.
  7. Training participants are requested to register through the link <https://bit.ly/Registration4Assessors> until 22 February 2024. Should the identified participants be unavailable on the said training dates, they are requested to submit a justification letter stating the reason/s for their non-attendance.
  8. Board and lodging as well as other incidental expenses of all participants shall be charged against the HRD Fund, while travel expenses of identified participants shall be charged against their respective SDO MOOE/Local Funds, subject to the usual accounting rules and regulations.
  9. Participants are advised to check in on 26 February 2024 (morning) and check out on 02 March 2024, 12:00p.m. The first meal to be served is Lunch.

| Meals     | 26<br>February<br>(Monday) | 27<br>February<br>(Tuesday) | 28<br>February<br>(Wednesday) | 29<br>February<br>(Thursday) | 01<br>March<br>(Friday) | 02<br>March<br>(Saturday) |
|-----------|----------------------------|-----------------------------|-------------------------------|------------------------------|-------------------------|---------------------------|
| Breakfast |                            | ✓                           | ✓                             | ✓                            | ✓                       | ✓                         |
| AM Snack  |                            | ✓                           | ✓                             | ✓                            | ✓                       | ✓                         |
| Lunch     | ✓                          | ✓                           | ✓                             | ✓                            | ✓                       |                           |
| PM Snack  | ✓                          | ✓                           | ✓                             | ✓                            | ✓                       |                           |
| Dinner    | ✓                          | ✓                           | ✓                             | ✓                            | ✓                       |                           |

10. The Program Management Team (PMT) is expected to arrive at the venue on 25 February 2024 (Sunday).
11. Participants are required to bring their own laptops, laptop chargers, and extension cords, since outputs will be completed at the venue. Please also be reminded to bring your needed medications, if any.

12. For questions and concerns, please contact **Mr. Guillermo Nikus Telan** of NEAP Professional Development Division, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.

13. Immediate dissemination of and appropriate action on this Memorandum are requested.

**Copy furnished:**  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

*/NEAP-EPDD/Telan/Monsanto/Abeleda/*

**Enclosure 1. List of School Leaders participants for the Training of Assessors  
Training on Competency-Based Portfolio Assessment for School Heads**

| <b>NAME</b>                | <b>POSITION</b> | <b>REGION</b> |
|----------------------------|-----------------|---------------|
| 1. Ivan Brian L. Inductivo | ASDS            | IV-A          |
| 2. Felix Pamaran           | ASDS            | IV-B          |
| 3. Adonis A. Mosquera      | ASDS            | VI            |
| 4. Roger Z. Rochar         | ASDS            | VI            |
| 5. Roberto D. Napere Jr.   | ASDS            | X             |
| 6. Myra P. Mebato          | ASDS            | X             |
| 7. Levi B. Butihen         | ASDS            | XII           |
| 8. Carlos G. Susarno       | ASDS            | XII           |
| 9. Jasmin R. Lacuna        | ASDS            | CARAGA        |
| 10. Gregorio T. Mueco      | ASDS            | IV-A          |
| 11. Mary Ruth S. Salonga   | CID Chief       | III           |
| 12. Arnel A. Usman         | EPS             | III           |
| 13. Edwina R. Manalang     | EPS             | I             |
| 14. Jocelyn P. Navera      | EPS             | V             |
| 15. Maribel M. Ancheta     | PSDS            | II            |
| 16. Joseph Estigoy         | PSDS            | CAR           |
| 17. Eladio Escalano        | Principal       | NCR           |
| 18. Edmund Villareal       | Principal       | NCR           |

**Enclosure 2. List of School Heads as Program Designers for the Training of Assessors  
on Competency-Based Portfolio Assessment for School Heads**

| <b>NAME</b>               | <b>POSITION</b> | <b>REGION</b> |
|---------------------------|-----------------|---------------|
| 1. Carina Untalasco       | Principal       | I             |
| 2. Jeaz DC. Campano       | Principal       | III           |
| 3. Erickson T. Gutierrez  | Principal       | IV-A          |
| 4. Mary Jane M. Gonzales  | Principal       | IV-A          |
| 5. Bernadette S. Sumangui | Principal       | IV-A          |
| 6. Cristy M. Jabonillo    | Principal       | VII           |
| 7. Aura Aguilar           | Principal       | VIII          |
| 8. Arlen Jumamoy          | Principal       | XI            |
| 9. Jeryk M. Casilao       | Principal       | IX            |
| 10. Diana Flor D. Eco     | Principal       | CAR           |