



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

December 04, 2024

REGIONAL MEMORANDUM

No. **1567** s. 2024

**UPDATES ON THE CONDUCT OF REGIONAL TRAINING OF TRAINERS
FOR ASSESSORS ON EXPANDED CAREER PROGRESSION
SYSTEM FOR TEACHERS**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. In reference to Regional Memorandum No. 1335, s. 2024 regarding the Conduct of Regional Training of Trainers for Assessors on Expanded Career Progression System for Teachers on December 09-13, 2024, this Office, through the Human Resource Development Division (HRRD), announces that the venue of the aforementioned activity is **Madison Park Hotel, Tacloban City**.
2. The activity will also involve the participation of M&E Monitors from the Quality Assurance Division (QAD), namely **Dr. Marlou D. Camposano** and **Dr. Sonny S. Tayum**, or their designated representatives in case of unavailability.
3. Additionally, the following individuals will serve as Resource Persons (RPs):

Name	Position	Office/School
Dr. Harvie D. Villamor	Chief Education Supervisor	Human Resource Development Division
Eva D. Rosales	Administrative Officer V	Administrative Division
Dr. Josemilo P. Ruiz	OIC-Assistant Schools Division Superintendent	Baybay City Division
Atty. Calick D. Arrieta	OIC-Assistant Schools Division Superintendent	Leyte Division
Glendale B. Lamiseria	School Principal IV	Burauen Comprehensive National High School
Bayani B. Adona	School Principal IV	Leyte National High School

4. All other provisions stipulated in the abovementioned Memorandum remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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Regional Director



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Enclosures: None

References: As stated

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

TRAINING OF TRAINERS
EXPANDED CAREER PROGRESSION SYSTEM

HRDD-TJCP



**PROGRAM OF ACTIVITIES: REGIONAL TRAINING OF TRAINERS FOR
ASSESSORS ON THE EXPANDED CAREER PROGRESSION
SYSTEM FOR TEACHERS**

Day and Time	Session Objectives	Activity	Duration	Resource Speaker/ Facilitator
Day 0 December 09, 2024				
08:00 AM - 12:00 PM		Travel Time		
12:00 PM - 01:00 PM	Record attendance of participants; Provide training kits; Assign rooms.	Registration and Lunch		
01:00 PM - 02:00 PM	Formally open the program.	Opening Program Philippine National Anthem Prayer Bagong Pilipinas Hymn Introduction of Participants Welcome Message Message Training Objectives Schedule of Activities Training Norms	1 hr	Dr. Ronelo Al K. Firmo, CESO IV <i>Assistant Regional Director</i> Dr. Evelyn R. Fetalvero, CESO III <i>Regional Director</i> Dr. Harvie D. Villamor <i>Chief Education Supervisor</i>
02:00 PM - 02:30 PM	To determine pre-existing knowledge/initial understanding of the measures stated in the training objectives.	Pre-training Assessment	30 mins	Dr. Harvie D. Villamor <i>Chief Education Supervisor</i>
02:30 PM - 03:30 PM	Present background and current context of HROD in relation career progression.	Session 1: HROD Framework and Updates	1 hr	Dr. Harvie D. Villamor <i>Chief Education Supervisor</i>
03:30 PM - 03:45 PM		<i>Health Break</i>	15 mins	
03:45 PM - 04:45 PM	Discuss the standards-based Career Progression System, Teacher Reclassification process, and Assessors' Program and the role of an 'assessor'.	Session 2: Overview of the Expanded Career Progression Policy and the Assessors Program	1 hr	Dr. Josemilo P. Ruiz <i>OIC-Assistant Schools Division Superintendent</i> <i>SDO Baybay City</i>
04:45 PM - 05:00 PM	Review output of the day and discuss programmed	Instructions/Mechanics for Day 2	15 mins	

	activities in the succeeding days; Ensure maintained focus on achieving the end-goal of the day.			
05:00 PM - 05:30 PM		Debriefing of the PMT		
06:00 PM - 08:00 PM		Dinner		
Day 1 December 10, 2024				
06:30 AM - 08:00 AM		Breakfast		
08:00 AM - 08:30 AM	Formally open the program for Day 1.	Day 1 Preliminary Activities Prayer Morning Energizer and Recap Day 1 schedule of activities	30 mins	
08:30 AM - 09:45 AM	Discuss the standards-based Teacher Reclassification process. Introduce and discuss the elements of the M-TPPS Form.	Session 3a: Procedures and Requirements for Promotion (Natural Vacancy and Promotion) <i>Workshop 0: Accomplishment of MTRF</i>	1 hr and 15 mins	Atty. Calick D. Arrieta <i>OIC-Assistant Schools Division Superintendent SDO Leyte</i>
09:45 AM - 10:00 AM		Health Break	15 mins	
10:00 AM - 12:00 PM	Present new QS and performance requirements in relation to application for higher teaching position; Demonstrate how to accomplish Parts I & 2 of the MTPPS with Teacher-Applicant's POV.	Session 3b: QS (new) and Performance Requirements <i>Workshop 1: Accomplishment of MTRF (Part I & II - QS & Performance)</i>	2 hrs	Eva D. Rosales <i>Administrative Officer V DepEd RO VIII</i>
12:00 PM - 01:00 PM		Lunch	1 hr	
01:00 PM - 03:00 PM	Introduce tools in assessing teacher-applicants' qualifications for promotion, based on existing criteria and parameters; Demonstrate computation of	Session 4: ETE and Performance (Chapters 2 & 3) <i>Workshop 1a: Simulation of ETE and Performance Computation using sample application documents</i> <i>Workshop 1b: Processing</i>	2 hrs	Bayani B. Adona <i>School Principal IV Tacloban City Division</i>

	Education, Training, Experience (ETE) and Performance criteria that comprise 30% (ETE) and 30% (Performance) and of the total points for reclass.			
03:00 PM - 03:15 PM		Health Break	15 mins	
03:15 PM - 04:45 PM	Present Classroom Observation Indicators (COIs) and Non-Classroom Indicators (NCOIs) and their Rubrics as reference for the remaining evaluative assessment comprising 25% (COI) and 15% (NCOI)	Session 5: Presentation of COIs and NCOIs and Rubric (per position)	1 hr and 30 mins	Glendale B. Lamiseria <i>School Principal IV Leyte Division</i>
04:45 PM - 05:00 PM		Daily M&E and Instructions for Day 3	15 mins	
		Debriefing of the PMT	30 mins	
		Dinner		
Day 2 December 11, 2024				
06:30 AM - 08:00 AM		Breakfast		
08:00 AM - 08:30 AM	Formally open the program for Day 2	Day 2 Preliminary Activities Prayer Morning Energizer and Recap Day 2 schedule of activities	30 mins	
08:30 AM - 12:00 PM	Present Classroom Observation Process and Requirements; Demonstrate assessment process for COI in the assessors' POV.	Session 6: Classroom Observation Protocols Workshop 2a: Simulation of Classroom Observation Health Break <i>Workshop 2b: Processing Workshop 2c: Accomplishment of MTPPS COI portion</i>	3 hrs and 30 mins	Glendale B. Lamiseria <i>School Principal IV Leyte Division</i> Bayani B. Adona <i>School Principal IV Tacloban City Division</i>
12:00 PM - 01:00 PM		Lunch	1 hr	
01:00 PM - 04:45 PM	Present Non-Classroom Observation Process and Requirements;	Session 7: Evaluation of NCOI Annotations <i>Workshop 3a: Simulation of NCOI Evaluation</i>	4 hrs	Atty. Calick D. Arrieta <i>OIC-Assistant Schools Division Superintendent SDO Leyte</i>

	Demonstrate assessment process for NCOI in the assessors' POV.	<i>Workshop 3b: Processing</i> <i>Workshop 3c: Accomplishment of MTPPS NCOI portion</i>		
04:45 PM - 05:00 PM		Daily M&E and Instructions for Day 2		
05:00 PM - 05:30 PM		Debriefing of the PMT		
06:00 PM- 08:00 PM		Dinner		
Day 3 December 12, 2024				
06:30 AM - 08:00 AM		Breakfast		
08:00 AM - 08:30 AM	Formally open the program for Day 3	Day 3 Preliminary Activities Prayer Morning Energizer and Recap Day 3 schedule of activities	30 mins	
08:30 AM - 12:00 PM	Discuss pointers in effective facilitation of Assessors Training rollout.	Session 8: Behavioral Events Interview <i>Workshop 4a: Scenario-based workshop on BEI</i> Health Break <i>Workshop 4b: Processing</i>	3 hrs and 30 mins	Dr. Josemilo P. Ruiz <i>OIC-Assistant Schools Division Superintendent</i> <i>SDO Baybay City</i>
12:00 PM - 01:00 PM		Lunch	1 hr	
01:00 PM - 04:45 PM	Discuss pointers in effective facilitation of Assessors Training rollout.	Session 9: Facilitating the Assessors' Training <i>Workshop 5a: Scenario-based workshop on facilitation</i> Health Break <i>Workshop 5b: Processing</i>	3 hrs and 30 mins	Glendale B. Lamiseria <i>School Principal iv</i> <i>Leyte Division</i>
04:45 PM - 05:00 PM		Daily M&E and Instructions for Day 2		
05:00 PM - 05:30 PM		Debriefing of the PMT		
06:00 PM- 08:00 PM		Dinner		
Day 4 December 13, 2024				
06:30 AM - 08:00 AM		Breakfast		
08:00 AM - 08:30 AM	Formally open the program for Day 4	Day 4 Preliminary Activities Prayer Morning Energizer and Recap Day 4 schedule of activities	30 mins	
08:30 AM - 10:00 PM	Prepare action plans for the rollout of	Post-training Assessment Planning Session for Division Rollout	2 hrs and 30 mins	Dr. Harvie D. Villamor <i>Chief Education Supervisor</i> <i>DepEd RO VIII</i>

	<p>Assessors Training in the Regions Synthesize the proceeding and output of the 4-day activity.</p> <p>Provide directions on the succeeding actions/ development of Assessors Program and Career Progression.</p> <p>Formally close the program.</p>	<p>Closing Program Synthesis of Sessions Ways Forward and Closing Remarks Activity Evaluation</p>		
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