



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the
Schools Division Superintendent

19 May 2025

DIVISION MEMORANDUM
No. 166, s. 2025

**ADDENDUM TO DM 137, s.2025 RE: THE ASSESSORS TRAINING AND
DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

To: **Asst. Schools Division Superintendent**
All Section Heads
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. In relation to DM 137, S.2025 *Re: Assessors Training and Deepening on Classroom Observation and Portfolio Assessment on June 4-6 (Batch 1) and June 9-11 (Batch 2)*, the venue of the aforesaid training is **Sophiered Hotel and Onshore Restaurant**, Jasaan, Misamis Oriental.
2. The following members of the Program and Learning Management Teams are enjoined to attend the prework activity and technical preparations on **May 21** (*Division Conference Room*) and **June 3, 2025** (*training venue*):

NAME	Designation	TASK/ROLES
Conniebel C. Nistal, PhD	Asst. Schools Division Superintendent	Head, Steering Committee
Ninian A. Alcasid, PhD	Chief, CID	Chair, LMT
Rolly B. Labis, EdD	Chief, SGOD	Chair, PMT
Karen Rose A. Serrania, PhD	SEPS-HRD	Focal Person/ Speaker
Marilou Y. Descallar	EPS-II HRD	HRD Representative
Cheriemy D. General	EPS-II M&E	QAME In-Charge
Gladys Grace H. Cabeltes, MD	Medical Officer III	Head, Medical Team
Jurica Ethel Estrada	PDO-II	TWG
Helen S. Palasan	Principal III	Resource Speaker
Sammy S. Tres Reyes	Principal I	Resource Speaker
Merogim P. Mugot	MT-I	Resource Speaker

3. Teacher-participant/s who will join the prework activity shall be granted with service credits in accordance to DepEd Order 53, s. 2003 Re: Updated Guidelines on the Grant of Vacation Service Credits to Teachers.



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4. Further, the following additional participants are directed to attend the aforesaid training; to wit:

Name	Designation	Batch No.
Ruth A. Calubag	ADAS III/ Member, HRMPSB	1
Apple Kieth B. Arangoso	ADA VI/ Member, HRMPSB	1
Jean Krishna L. Mugot	ADA VI/ Member, TWG	1 & 2

5. This Memorandum serves as the **Official Authority to Travel** of the aforesaid participants.
6. The Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. For guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
SGOD/ /hrd

Prewrite Activity
Assessors Training
COIs NCOIs



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