



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

DEPARTMENT OF EDUCATION
 EL SALVADOR CITY- RECORDS SECTION
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DIVISION MEMORANDUM
 No. 464, s. 2025

WORKSHOP ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT
 PRACTICES IN SUPPORT OF TEACHER CAREER PROGRESSION IN THE
 ELEMENTARY AND SECONDARY LEVELS CUM STREAMLINING AND UPDATING
 OF RECRUITMENT GUIDELINES AND ACTIVITIES FOR SDO EL SALVADOR CITY

To: Asst. Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Education Program Supervisors
 Section Heads
 All Public Elementary & Secondary School Heads
 All Others Concerned
 This Division

1. The field is hereby informed of the conduct of the *Workshop on Classroom Observation and Portfolio Assessment Practices in Support of Teacher Career Progression in the Elementary and Secondary Levels cum Streamlining and Updating of Recruitment Guidelines and Activities for SDO El Salvador City* on **December 17-19, 2025** at the **Division Conference Room, Diamond Building, El Salvador City**.
2. This workshop aims to strengthen the implementation of classroom observation and portfolio assessment practices aligned with the principles of teacher career progression in both the elementary and secondary levels by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). It also seeks to streamline and update the recruitment guidelines and related activities to ensure alignment with current DepEd policies and standards. Through this, the Schools Division Office of El Salvador City endeavors to promote merit-based advancement and professional growth among educators, while enhancing the efficiency and integrity of teacher recruitment and selection processes.
3. Please see attachment for the expected participants for this activity.
4. Identified participants must secure locator slips duly signed by the head of school for proper documentation of travel and training.
5. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age,



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gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

6. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA M
Schools Division Superintendent

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

TRAINING RECRUITMENT CAREER PROGRESSION



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Attachment No. 1 to Division Memorandum No. _____, s. 2025

LIST OF PARTICIPANTS

Name	Designation	Official Station
1. Randolph B. Tortola	SDS	Division Office
2. Conniebel C. Nistal	ASDS	Division Office
3. Ninian A. Alcasid	Chief CID	Division Office
4. Rolly B. Labis	Chief SGOD	Division Office
5. Jeffrey M. Martinez	AO V	Division Office
6. Lina C. Bejiga	EPSvr	Division Office
7. Marie Jade A. Cacayan	EPSvr	Division Office
8. Jovit D. Comon	EPSvr	Division Office
9. Marilou Y. Descallar	EPS II-HRD	Division Office
10. Helen S. Palasan	Principal III	Molugan CS
11. Marivic S. Torres	Principal I	Molugan NHS
12. Rhea C. Batutay	Master Teacher I	Sinaloc ES
13. Nilo L. Lomongo	HT III	El Salvador City NHS
14. Mark Anthony G. Arrieta	T III / SIC	SFDA NHS
15. Sammy S. Tres Reyes	Principal I	Division Office
16. Merogim P. Mugot	Master Teacher I	Division Office
17. Randy Rhys U. Capistrano	ADAS III	Division Office
18. Melanie M. Ligutom	EPSvr	Division Office
19. Analyn G. Fabria	EPSVr	Division Office
20. Jessica C. Micabalo	Master Teacher I	Molugan NHS
21. Ma. Lou Lea C. Nob	Principal II	Kibonbon ES
22. Felanie Marie A. Lim	HRMO II	Division Office

(initials)



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Attachment No. 2 to Division Memorandum No. _____, s. 2025

ACTIVITY MATRIX

Date	Time	Activity
Day 1	8:00-9:00	Arrival and Registration
	9:00-10:00	Opening Program/ Preliminaries Welcome Message and Statement of Purpose Inspirational Message
	10:00-10:45	Pretest/ Health Break
	10:45-12:00	Overview of the PPST and its indicators (COI and NCOI)
	1:00-3:00	Presentation of the NCOI per position
	3:00-4:30	Sample Presentations
	4:30-5:00	QAME
Day 2	8:00-8:30	Management of Learning (MOL)
	8:30-12:00	Assessing Education, Training and Experience (ETE), and computing points for promotion (with Simulation using actual application documents)
	1:00-4:30	Overview of the Expanded Career Progression Policy (EO 174) and DepEd-DBM Joint Circular No. 1, s. 2025 on the Modified Position Qualification and Compensation Scheme and System of Career Progression of Teachers and School Heads in the Public Basic Education System (with simulation)
	4:30-5:00	QAME
Day 3	8:00-8:30	Management of Learning (MOL)
	8:30-12:00	Presentation on list of queries from the field regarding the implementation of the Expanded Career Progression and the changes in the evaluation of applicants in the recruitment processes and crafting of resolutions thereof
	1:00-4:00	Presentation and review of recruitment process in connection with the recent DepEd releases
	4:00-4:30	QAME
	4:30-5:00	Closing/Distribution of Certificates