



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

17 July 2025

DIVISION MEMORANDUM
No. 335, s. 2025

**DIVISION TRAINING OF TRAINERS (DTOT) ON ASSESSORS TRAINING AND
DEEPENING ON CLASSROOM OBSERVATION AND PORTFOLIO ASSESSMENT**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. The School and Operations Division (SGOD) through the Human Resource Development (HRD) Section will conduct a three-day Division Training of Trainers (DTOT) on Assessors Training and Deepening on Classroom Observation and Portfolio Assessment on August 6-8, 2025, in compliance with Executive Order (EO) No. 174, s. 2022 or the Expanded Career Progression for Public School Teachers. Venue for the training will be announced in a separate memo.
2. The training, with 12 accredited CPD units, has the following objectives:
 - a. discuss the salient points of EO 174 and the criteria for reclassification: Education, Training, and Experience (ETE);
 - b. present the increments table, rubric and formula in assessing the ETE, and performance of applicants;
 - c. simulate the assessment of Classroom Observable Indicators (COI) and Non-Classroom Observable Indicators (NCOI), and the conduct of the Behavioral Events Interview (BEI).
3. Participants in the training are the Public Schools District Supervisors and selected elementary and secondary school heads (see Enclosure 1).
4. Meals and training supplies for participants shall be charged to the Division HRTD Fund, while their travel expenses, including hotel/lodging expense (if necessary) shall be charged to their MOOE and/or local funds subject to the usual auditing and accounting rules and regulations.
5. The following members of the Program Management Team (PMT) are requested to attend the Division Staff Orientation Workshop (DSOW) on July 24, 2025 at the SDO Conference Hall, 1:00 PM:

Program Management Team

No.	Name	Office / Unit	Position / L & Role
1.	Orlando E. Manuel PhD	OSDS	SDS, Consultant
2.	Adonis C. Ceperez EdD	OSDS	ASDS, Consultant



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3.	Romulo R. Ancheta PhD	SGOD	Chief EPS-SGOD, Consultant
4.	Maricel S. Franco PhD	CID	Chief EPS-CID, Consultant
5.	Atty. Julius Caesar G. Domingo CPA	OSDS	Legal Officer
6.	Melany M. Asuncion PhD	SGOD	EPS, POA
7.	Florence F. Esparrago	SGOD	HT V/ OIC SEPS-HRD, L&D Proponent, Resource Speaker
8.	Herbert M. Mangabat	SGOD	OIC EPS II-HRD, Tech. Logistics
9.	Ronnie A. Bibas PhD	CID	EPS, Resource Speaker
10.	Bermelita Guillermo PhD	CID	EPS, Resource Speaker
11.	Singasing G. Valdez	CID	PSDS, Resource Speaker
12.	Princes C. Aquitania	OSDS	AO IV-HRMO, Resource Speaker
13.	Menalyn A. Salvador EdD	Quezon NHS	Principal III, Resource Speaker
14.	Reynold B. Mariano	Tiblac ES	Head Teacher III, Resource Speaker / Learning Facilitator
15.	Michael C. Mariano	Baresbes ES	Master Teacher II, Resource Speaker
16.	Noli Mar M. Navarro PhD	SGOD	SEPS-SMM QuAME Focal
17.	Rachelle Buncad	Busilac ES	Head Teacher III, Secretariat
18.	Amethyst Cachola	Bayombong II	PDO, Secretariat
19.	Romelie Gurat	Bayombong I	AO II, Secretariat
20.	Jheremy Fronda	OSDS	ADAS III, ICT Support Staff

7. For information, guidance, and compliance.

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent

Encl.: As stated
 References: Executive Order No. 174, s. 2022
 DepEd Order No. 020, s. 2024
 To be indicated in the Perpetual Index
 under the following subjects:

APPOINTMENT
 HIRING
 SELECTION
 TRAINING



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Enclosure 1 to DM 335, s. 2025 (Participants to the Division Training Of Trainers (DTOT) On Assessors Training And Deepening On Classroom Observation And Portfolio Assessment)

	Name	District	School/Office	Position
1.	Donald Calma	Alfonso Castaneda	CID	Principal II / DIC
2.	Mickael A. Raymundo	Alfonso Castaneda	Abuyo ES / Abuyo NHS	Principal I
3.	Carmelita A. Pale	Ambaguio	CID	DIC
4.	Roselle Mendoza	Ambaguio	Ambaguio HS	Principal III
5.	Irene B. Bosque	Aritao I	CID	Principal IV/DIC
6.	Oscar Castro	Aritao I	Aritao NHS	Asst. Principal II
7.	Jerry B. Lazaro	Aritao II	CID	Principal III/DIC
8.	Logie A. Palacay	Aritao II	Sta. Clara Elem	Head Teacher III
9.	Teresita Taboy	Bagabag I	Bagabag NHS	Principal IV
10.	Joy Salting	Bagabag I	Bagabag CS	Principal III
11.	Cesario C. Mariano	Bagabag II		
12.	Marie Cris M. Talan	Bagabag II	Amballo Resettlement ES	Head Teacher III
13.	Luviminda A. Cordero	Bambang I	Bambang NHS	Principal IV
14.	Arnel A. Panganiban	Bambang I	CID	PSDS
15.	Edward M. Santiago	Bambang II	CID	PSDS
16.	Amherstine Boy Bata	Bambang II	Bambang North CS	Principal I
17.	Myra Leonora L. Cortado	Bayombong I	NVGCHS	Head Teacher V
18.	Merlyn S. Abat	Bayombong I	CID	PSDS
19.	Marivic C. Bacud	Bayombong II	CID	PSDS
20.	Osmundo Espejo	Bayombong II	Bonfal NHS	Principal III
21.	Robert Cutillon	Diadi	Diadi NHS	Principal IV
22.	Lemuel Santos	Diadi	CID	Principal III / DIC
23.	Josie L. Conde	Dupax del Norte I	CID	PSDS
24.	Medy Bianzon	Dupax del Norte I	Dupax Del Norte NHS	Principal IV
25.	Alano C. Mendoza	Dupax del Norte II	CID	Principal IV / DIC
26.	May Ann V. Villapana	Dupax del Norte II	Ganao NHS	School Head



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27.	Lina D. Pal-ec	Dupax del Sur	Dupax Del Sur NHS	PSDS
28.	David John Ubera	Dupax del Sur	Dupax Del Sur NHS	Head Teacher III
29.	Marlon V. Butay	Kasibu East	CID	Principal IV/DIC
30.	Georly Tugade	Kasibu East	Malabing Valley NHS	Principal III
31.	Ma. Olivia M. Brazil	Kasibu West	CID	Principal IV/DIC
32.	Gabriel Ullani	Kasibu West	Kongkong Valley NHS	Principal II
33.	Lucia N. Dingpayan	Eastern Kayapa	Binalian INHS	Head Teacher II
34.	Onofre Molina	Eastern Kayapa	CID	Principal IV/DIC
35.	Allan L. Paclit	Western Kayapa	CID	Principal IV/DIC
36.	Saturnino Calansi	Western Kayapa	Kayapa HS	Principal IV
37.	Loreto T. Alaman	Quezon	CID	Principal IV/DIC
38.	Arnel M. Batalla	Santa Fe	CID	PSDS
39.	Jonathan Pamittan	Santa Fe	Canabuan NHS	Head Teacher III
40.	Mona Lisa A. Cabato	Solano I	CID	PSDS
41.	James Pasamonte	Solano I	Bascaran NHS	Head Teacher III
42.	Imelda S. Moreno	Solano II	CID	PSDS
43.	Noemi L. Bulan	Solano II	Uddiawan NHS	Principal II
44.	Rubilyn C. Gajo	Villaverde	CID	Principal IV/DIC
45.	Amadeo Dulay	Villaverde	Bintawan NHS	Principal IV