



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

04 March 2026

DIVISION MEMORANDUM  
No. 145 s. 2026

**SCHEDULE OF CLASSROOM OBSERVATION AND TEACHER REFLECTION FOR  
KINDER, SPED, AND ELEMENTARY TEACHER I APPLICANTS –  
SCHOOL YEAR 2026 - 2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Units/Sections  
All Others Concerned

1. In reference to Division Memorandum No. 006, s. 2026, titled **Recruitment, Selection, Evaluation and Ranking of Teacher I Applicants for School Year 2026 - 2027**, this office announces the conduct of Classroom Observation at **7:00 a.m** followed by the Teacher Reflection at **1:30 p.m.** on **March 9, 2026**, at **Tayabas East Central School** for Kinder, SPED, and Elementary Teacher Applicants.
2. In line with this, please see the following enclosures for your information and guidance:  
  
Enclosure I – List of Applicants for Classroom Observation  
Enclosure II- List of Observers and Monitoring Team for Classroom Observation  
Enclosure III - List of Applicants, Evaluators & Proctors for Teacher Reflection  
Enclosure IV - Classroom Observation Protocols  
Enclosure V - Teacher Reflection Form Protocols  
Enclosure VI – Process Flow for Classroom Observation  
Enclosure VII – Process Flow for Teacher Reflection
3. Observers must not be related to the applicant within the third degree of consanguinity or affinity, hence a copy of the waiver shall be submitted by the applicants on the day of their classroom observation.
4. Teacher applicants are advised to come to the venue on time.
5. For strict compliance of all concerned.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: Division Memorandum No. 006, s. 2026

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

CLASSROOM OBSERVATION  
TEACHER REFLECTION

OSDS Personnel Unit – schedule of classroom observation and teacher reflection for kinder, sped, and elementary teacher I applicants- school year 2026-2027  
PERSB014-002468/March 4, 2026

Enclosure I

**LIST OF KINDER/SPED/ELEMENTARY TEACHER APPLICANTS FOR  
 CLASSROOM OBSERVATION**

**March 9, 2026, 7:00 a.m.  
 Tayabas East Central School**

<b>KINDER TEACHER APPLICANTS</b>			
1	TAY-RSP-T1-26-076		
2	TAY-RSP-T1-26-002		
3	TAY-RSY-T1-26-189		
<b>SPECIAL EDUCATION TEACHER APPLICANTS</b>			
1	TAY-RSP-T1-26-079		
2	TAY-RSP-T1-26-184		
<b>ELEMENTARY TEACHER APPLICANTS</b>			
1	TAY-RSP-T1-26-197	22	TAY-RSP-T1-26-093
2	TAY-RSP-T1-26-159	23	TAY-RSP-T1-26-087
3	TAY-RSP-T1-26-067	24	TAY-RSP-T1-26-161
4	TAY-RSP-T1-26-128	25	TAY-RSP-T1-26-110
5	TAY-RSP-T1-26-209	26	TAY-RSP-T1-26-101
6	TAY-RSP-T1-26-091	27	TAY-RSP-T1-26-162
7	TAY-RSP-T1-26-097	28	TAY-RSP-T1-26-160
8	TAY-RSP-T1-26-196	29	TAY-RSP-T1-26-105
9	TAY-RSP-T1-26-149	30	TAY-RSP-T1-26-187
10	TAY-RSP-T1-26-221	31	TAY-RSP-T1-26-117
11	TAY-RSP-T1-26-011	32	TAY-RSP-T1-26-188
12	TAY-RSP-T1-26-060	33	TAY-RSP-T1-26-200
13	TAY-RSP-T1-26-047	34	TAY-RSP-T1-26-103
14	TAY-RSP-T1-26-070	35	TAY-RSP-T1-26-220
15	TAY-RSP-T1-26-057	36	TAY-RSP-T1-26-052
16	TAY-RSP-T1-26-132	37	TAY-RSP-T1-26-186
17	TAY-RSP-T1-26-194	38	TAY-RSP-T1-26-144
18	TAY-RSP-T1-26-100	39	TAY-RSP-T1-26-163
19	TAY-RSP-T1-26-010	40	TAY-RSP-T1-26-089
20	TAY-RSP-T1-26-113	41	TAY-RSP-T1-26-074
21	TAY-RSP-T1-26-198	42	TAY-RSP-T1-26-152

Enclosure II

**LIST OF ASSESSORS/OBSERVERS AND MONITORING TEAM FOR  
CLASSROOM OBSERVATION  
(KINDER, SPED & ELEMENTARY)**

**March 9, 2026, 7:00 a.m.  
Tayabas East Central School**

Group Number	Assessors / Observers	Designation	Grade Level	Personnel Unit Staff
SNED Group 1	Marian O. Flores	Master Teacher II	SNED	Jeraizy Ivee Z. Jastiva/ Charlene A. Vito
	Marielle E. Cesario	Master Teacher I		
SNED Group 2	Natalia A. Andaya	School Principal II	SNED	
	Maria Edissa S. Contreras	Master Teacher I		
Kinder Group 1	Generosa F. Zubieta	Education Program Supervisor	Kinder	
	Annabel B. Malvar	Master Teacher II		
Kinder Group 2	Teresa E. Andaya	School Principal II	Kinder	
	Marilou S. Razalan	Master Teacher I		
Kinder Group 3	Jeric L. Cabriga	Master Teacher I	Kinder	
	Jeanie C. Salvatierra	Master Teacher I		
Elem Group 1	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Grade 1/ Grade 2	
	Alona C. Crisanto	School Principal III		
Elem Group 2	Jerome A. Chavez	Education Program Supervisor	Grade 2	
	Honesto P. Caagbay Jr.	School Principal I		
Elem Group 3	Christian J. Bables	Education Program Supervisor	Grade 2	
	Elpidia C. Palayan	School Principal II		
Elem Group 4	Joseph Jay U. Aureada	Education Program Supervisor	Grade 2/ Grade 3	
	Aldwin V. Capistrano	Head Teacher III		
Elem Group 5	Michael Leonard D. Lubiano	Education Program Supervisor	Grade 3	
	Dennis O. Labita	School Principal III		
Elem Group 6	Democrito C. Cabile Jr.	School Principal I	Grade 3	
	Lilibeth B. Vargas	Teacher III/ Officer in-Charge		
Elem Group 7	Larvin O. Labrada	School Principal I	Grade 4	
	Christine V. Cabuyao	Master Teacher I		
Elem Group 8	Louie L. Fulleo	Education Program Supervisor	Grade 4	
	Joy B. Go	School Principal IV		
Elem Group 9	Mikael Sandino T. Andrey	Education Program Supervisor	Grade 4	
	Wenefredo B. Baylongo	School Principal I		
Elem Group 10	Lorynel C. De Sagun	Head Teacher III	Grade 5	
	Ingrid A. Palad	School Principal II		
Elem Group 11	Regicelle D. Cabaysa	School Principal I	Grade 5	
	Lea A. Cosico	School Principal II		

Elem Group 12	Mary Grace M. Cabili	School Principal II	Grade 5/ Grade 6	Kathleen J. Dazo/ Joanna Marie D. Delloson
	Rowena O. Sabiduria	School Principal I		
Elem Group 13	Corazon M. Oabel	School Principal II	Grade 6	
	Ryan Chester Z. Manzanares	Master Teacher I		
Elem Group 14	Sherwin C. Quesea	Education Program Supervisor	Grade 6	
	Julieta M. Labita	School Principal I		

Enclosure III

**LIST OF APPLICANTS, EVALUATORS, PROCTORS, AND TECHNICAL WORKING  
 GROUP FOR TEACHER REFLECTION  
 (KINDER, SPED & ELEMENTARY)**

**March 9, 2026, 1:30 p.m.  
 Tayabas East Central School**

Group	Evaluators	Designation	Application Code	Proctor	Room Number
Group 1	Rempson P. Sumilang	Asst. School Principal II	TAY-RSP-T1-26-076	Marian O. Flores	Grade 4 New Bldg. (Mrs Mariell E. Cesario)
	Arlene D. Pagana	Teacher III	TAY-RSP-T1-26-002		
			TAY-RSY-T1-26-189		
			TAY-RSP-T1-26-079		
			TAY-RSP-T1-26-184		
			TAY-RSP-T1-26-197		
			TAY-RSP-T1-26-159		
			TAY-RSP-T1-26-067		
			TAY-RSP-T1-26-128		
			TAY-RSP-T1-26-209		
			TAY-RSP-T1-26-091		
		TAY-RSP-T1-26-097			
Group 2	Ronan R. Ranillo	School Principal III	TAY-RSP-T1-26-196	Marian O. Flores	Grade 4 New Bldg. (Mrs Mariell E. Cesario)
	Joel N. Dela Cruz	Master Teacher I/ Officer in-Charge	TAY-RSP-T1-26-149		
			TAY-RSP-T1-26-221		
			TAY-RSP-T1-26-011		
			TAY-RSP-T1-26-060		
			TAY-RSP-T1-26-047		
			TAY-RSP-T1-26-070		
			TAY-RSP-T1-26-057		
			TAY-RSP-T1-26-132		
		TAY-RSP-T1-26-194			
		TAY-RSP-T1-26-100			
Group 3	Cherry G. Hugo	School Principal II	TAY-RSP-T1-26-010	Marian O. Flores	Grade 4 New Bldg. (Mrs Mariell E. Cesario)
	Emelia R. Eclarin	Assistant School Principal II/ Officer-in-Charge	TAY-RSP-T1-26-113		
			TAY-RSP-T1-26-146		
			TAY-RSP-T1-26-119		
			TAY-RSP-T1-26-131		
			TAY-RSP-T1-26-198		
			TAY-RSP-T1-26-157		
		TAY-RSP-T1-26-087			

			TAY-RSP-T1-26-033		
			TAY-RSP-T1-26-161		
			TAY-RSP-T1-26-092		
Group 4	Evelyn R. Palambiano	School Principal II	TAY-RSP-T1-26-110	Loida R. Decal	Grade 4 New Bldg. (Mr. Jeric L. Cabriga)
	Girlie G. Abaricia	Head Teacher III	TAY-RSP-T1-26-101		
			TAY-RSP-T1-26-162		
			TAY-RSP-T1-26-160		
			TAY-RSP-T1-26-105		
			TAY-RSP-T1-26-187		
			TAY-RSP-T1-26-117		
			TAY-RSP-T1-26-188		
			TAY-RSP-T1-26-200		
			TAY-RSP-T1-26-103		
			TAY-RSP-T1-26-044		
Group 5	Babylyn T. Olandes	Head Teacher III	TAY-RSP-T1-26-220		
	Luz A. Pacaigue	School Principal I	TAY-RSP-T1-26-052		
			TAY-RSP-T1-26-186		
			TAY-RSP-T1-26-144		
			TAY-RSP-T1-26-014		
			TAY-RSP-T1-26-151		
			TAY-RSP-T1-26-163		
			TAY-RSP-T1-26-065		
			TAY-RSP-T1-26-089		
			TAY-RSP-T1-26-074		
		TAY-RSP-T1-26-152			

**Monitoring Team**

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO II
	Kathleen J. Dazo	Administrative Officer II
	Jeraizy Ivey Z. Jastiva	Administrative Assistant III
	Leslie T. Valdeavilla	Administrative Assistant III
	Charlene C. Vito	Administrative Aide VI
	Joanna Marie D. Delloson	GIP

Enclosure IV

### CLASSROOM OBSERVATION PROTOCOLS

**IMPORTANT REMINDER:** *Observers shall ensure that the following protocols in classroom observation are judiciously followed:*

- I. They shall be comprised of trained COT Assessors / Observers. Subcommittee shall include subject matter experts on the specialization of the position to be filled.
- II. Two (2) to three (3) observers shall participate in the classroom observation
- III. Observers/ must not be related to the applicant within the 3<sup>rd</sup> degree of consanguinity or affinity.
- IV. Observer must review the COT – RSP Rubric and the forms to be accomplished in the process of observation (OBSERVATION NOTES FORM, RATING SHEET AND INTER-OBSERVER AGREEMENT FORM) prior to the actual conduct of the classroom observation.
- V. Only the **Classroom Observation Notes** Form must be brought and accomplished by the observer/s during the actual observation.
- VI. Classroom Observation shall be done in an actual classroom setting with learners.
- VII. It is highly recommended that the teacher applicants be observed for the **entire class duration (45 minutes to 1 hour)**. However, when difficult circumstances do not allow for the ideal duration for classroom observation, availability of learners and observers, a **minimum of 15 minutes** observation shall be followed.
- VIII. In the event when a face-to-face conduct of the classroom observation is not feasible, the conduct of an online observation may be allowed, as deemed necessary, provided that the protocols are observed.
- IX. The **Rating Sheet** shall be accomplished individually by each observer after the actual observation.
- X. An **Inter-Observer Agreement** Exercise shall be done whereby all observers, after accomplishing the Rating Sheet individually, meet to discuss the teacher applicant's rating in each indicator, and arrive at a **collegial final rating**. The final rating is not an average of each observer's ratings. It shall be based on objective, reasoned, and consensual judgement.

Enclosure V

### TEACHER REFLECTION FORM PROTOCOLS

**IMPORTANT REMINDER:** *Administrators of the TRF shall ensure that the following protocols in the administration of the TRF are judiciously followed:*

- I. TRF evaluators shall take into consideration their understanding and knowledge of the PPST NCOIs, the specific tools and protocols of TRF Administration and evaluation and the recruitment and selection process.
- II. Two (2) to three (3) evaluators shall rate the accomplished TRFs.
- III. The TRF evaluators must not be related to the applicant within the 3<sup>rd</sup> degree of consanguinity or affinity.
- IV. The TRF shall be accomplished on the spot.
- V. Teacher applicants shall be given 45 minutes to one (1) hour to accomplish the complete set of the TRFs.
- VI. The HRMPSB shall identify a designated location, preferably a room, for teacher applicants to answer the TRF. A **Proctor** shall be assigned to discuss the instructions and oversee the process.
- VII. Each TRF evaluator shall individually assess the teacher applicant's demonstration and / or understanding of the indicator based on the narrative and responses. They shall focus on the content and not on the quantity of narratives or experiences. Long answers do not necessarily merit an Exemplary rating.
- VIII. TRF evaluators shall use the portion "Comments from the Evaluator" to write down statement/s that support the given rating.
- IX. An **Inter-Evaluator Agreement Exercise** shall be done whereby all evaluators, after rating the TRFs individually, meet to discuss the teacher applicant's rating in each indicator, and arrive at a **collegial final rating**. The final rating is not an average of each evaluators' ratings. It shall be based on objective, reasoned, and consensual judgement.

Enclosure VI

**PROCESS FLOW FOR CLASSROOM OBSERVATION**

<b>Time</b>	<b>Activity</b>	<b>Person/s Involved</b>	<b>Venue/Place</b>	<b>Output</b>
On or before 7:00 AM	Arrival and Orientation	Teacher Applicants, Personnel Services Staff	TECS (SLRC and ICT Room for Kinder, SPED, & Elem Applicants [Alonte-Donato]) TECS (3PS building 2nd floor for Elem Applicants [Dumas-Verdera])	Attendance and initial instructions given
7:00 – 8:00 AM	Preparation of Lesson Plan	Teacher Applicants	TECS (SLRC and ICT Room for Kinder, SPED, & Elem Applicants [Alonte-Donato]) TECS (3PS building 2nd floor for Elem Applicants [Dumas-Verdera])	Completed Lesson Plan
8:00 am	Submission of Lesson Plan	Teacher Applicants, Personnel Services Staff	Designated Area	Collected Lesson Plans
8:00 – 9:00 AM	Distribution of Lesson Plans to Observers	Personnel Services Staff, Observers	Principal's Office/ Building	Lesson Plans received by assigned observers
Before 9:00 AM	Observers proceed to assigned classrooms	Observers	Assigned Classrooms	Observers positioned in assigned rooms
8:00 – 9:00 AM	Preparation of Instructional Materials	Teacher Applicants	TECS (SLRC and ICT Room for Kinder, SPED, & Elem Applicants [Alonte-Donato]) TECS (3PS building 2nd floor for Elem Applicants [Dumas-Verdera])	Ready instructional materials
Before 9:00 AM	Applicants proceed to assigned classrooms	Teacher Applicants	Assigned Classrooms	Applicants ready for demonstration
9:00 AM onwards	Demonstration Teaching	Teacher Applicants, Observers	Assigned Classrooms	Conducted demonstration teaching
After Demo	Accomplishment of Rating Sheets	Observers	Assigned Classrooms	Completed rating sheets
After Demo	Submission of Rating Sheets	Observers, Personnel Services Staff	Designated Area	Submitted rating sheets
<b>END OF PROCESS</b>				

*Enclosure VII*

**PROCESS FLOW FOR TEACHER REFLECTION**

<b>Time</b>	<b>Activity</b>	<b>Person/s Involved</b>	<b>Venue/Place</b>	<b>Output</b>
On or before 1:30 PM	Arrival	Teacher Applicants, Proctor	Grade 4 New Bldg. Mrs. Mariell E. Cesario; Grade 4 New Bldg. Mr. Jeric L. Cabriga	Attendance and initial instructions given
1:30 – 2:30 PM	Administration of the TRF	Teacher Applicants, Proctor	Grade 4 New Bldg. Mrs. Mariell E. Cesario; Grade 4 New Bldg. Mr. Jeric L. Cabriga	Completed TRF
2:30 PM onwards	Evaluation of TRF of applicants	Teacher Applicants, Evaluators	Designated Area	Completed rating sheets
After TRF	Submission of Rating Sheets	Observers, Personnel Services Staff	Designated Area	Submitted rating sheets
<b>END OF PROCESS</b>				