



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

04 March 2026

DIVISION MEMORANDUM  
No. 146 s. 2026

**SCHEDULE OF CLASSROOM OBSERVATION AND TEACHER REFLECTION FOR  
JUNIOR AND SENIOR HIGH SCHOOL 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. 027, s. 2025, titled **Recruitment, Selection, Evaluation and Ranking of Teacher I Applicants for School Year 2026 - 2027**, this office announces the conduct of Classroom Observation of **Senior High School** Teacher I Applicants on **March 12, 2026**, at **7:00 a.m.** followed by the Teacher Reflection at **1:30 p.m.** at **Luis Palad Integrated High School**.
2. For **Junior High School** Teacher I Applicants, the Classroom Observation is scheduled for **March 13, 2026, 7:00 a.m.** at **Luis Palad Integrated High School**. However, the Teacher Reflection is scheduled on the same date as that of the Senior High School applicants- **March 12, 2026** at **1:30 p.m.** - also at **Luis Palad Integrated High School**.
3. In line with this, please see the following enclosures for your information and guidance:  
  
Enclosure I – List of Applicants for Classroom Observation (SHS & JHS)  
Enclosure II -List of Observers and TWG for Classroom Observation (SHS)  
Enclosure III- List of Observers and TWG for Classroom Observation (JHS)  
Enclosure IV - List of Applicants, Evaluators & Proctors for TRF (JHS & SHS)  
Enclosure V - Classroom Observation Protocols  
Enclosure VI - Teacher Reflection Form Protocols  
Enclosure VII- Process Flow for Classroom Observation  
Enclosure VIII- Process Flow for Teacher Reflection
4. 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 classroom observation.

5. Teacher applicants are advised to come to the venue on time.
6. 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 junior and senior high school teacher I applicants- school year 2026-2027  
PERS8513-002469/March 4, 2026

Enclosure I

**LIST OF SENIOR HIGH SCHOOL TEACHER I APPLICANTS FOR  
 CLASSROOM OBSERVATION**

**March 12, 2026, 7:00 a.m.  
 Luis Palad Integrated High School**

	<b>SHS - AP</b>
1	TAY-RSP-T1-26-121
2	TAY-RSP-T1--26-223
3	TAY- RSP-11-26-111
4	TAY-RSP-T1-29-112
5	TAY-RSP-T1-26-114
6	TAY-RSP-T1-26-136
	<b>SHS - FILIPINO</b>
1	TAY-RSP-T1-26-041
	<b>SHS - ENGLISH</b>
1	TAY-RSP-T1-26-032
2	TAY-RSP-T1-26-061
	<b>SHS - ABM</b>
1	TAY-RSP-T1-26-210
	<b>SHS - MATH</b>
1	TAY-RSP-T1-26-174
2	TAY-RSP-T1-26-199
3	TAY-RSP-T1-26-135
4	TAY-RSP-T1-26-179
5	TAY-RSP-T1-26-134
	<b>SHS - SCIENCE</b>
1	TAY-RSP-T1-26-147
2	TAY-RSP-T1-26-173
3	TAY-RSP-T1-26-195
	<b>SHS - TVL</b>
1	TAY-RSP-T1-26-178
2	TAY-RSP-T1-26-202
3	TAY-RSP-T1-26-175

**LIST OF JUNIOR HIGH SCHOOL TEACHER I APPLICANTS FOR CLASSROOM OBSERVATION**  
**March 13, 2026, 7:00 a.m.**  
**Luis Palad Integrated High School**

	<b>JHS - AP</b>		<b>JHS - MAPEH</b>
1	TAY-RSP-T1-26-124	1	TAY-RSP-T1-26-166
2	TAY-RSP-T1-26-084	2	TAY-RSP-T1-26-108
3	TAY-RSP-T1-26-083	3	TAY-RSP-T1-26-040
4	TAY-RSP-T1-26-123	4	TAY-TSP-T1-26-016
5	TAY-RSP-T1-26-130	5	TAY-RSP-T1-26-104
6	TAY-RSP-T1-26-143	6	TAY-RSP-T1-26-219
7	TAY-RSP-T1-26-181		<b>JHS - MATH</b>
8	TAY-RSP-T1-26-106	1	TAY-RSP-T1-26-127
9	TAY-RSP-T1-26-034	2	TAY-RSP-T1-26-215
10	TAY-RSP-T1-26-056	3	TAY-RSP-T1-26-165
11	TAY-RSP-T1-26-012	4	TAY-RSP-T1-26-145
12	TAY-RSP-T1-26-001	5	TAY-RSP-T1-26-062
13	TAY-RSP-T1-26-038	6	TAY-RSP-T1-26-170
14	TAY-RSP-T1-26-154	7	TAY-RSP-T1-26-050
15	TAY-RSP-T1-26-003	8	TAY-RSP-T1-26-039
	<b>JHS - ESP</b>	9	TAY-RSP-T1-26-036
1	TAY-RSP-T1-26-201	10	TAY-RSP-T1-26-049
	<b>JHS - FILIPINO</b>	11	TAY-RSP-T1-26-142
1	TAY-RSP-T1-26-045	12	TAY-RSP-T1-26-172
2	TAY-RSP-T1-26-082		<b>JHS - ENGLISH</b>
3	TAY-RSP-T1-26-203	1	TAY-RSP-T1-26-208
4	TAY-RSP-T1-26-156	2	TAY-RSP-T1-26-213
5	TAY-RSP-T1-26-042	3	TAY-RSP-T1-26-191
6	TAY-RSP-T1-26-216	4	TAY-RSP-T1-26-090
7	TAY-RSP-T1-26-112	5	TAY-RSP-T1-26-217
8	TAY-RSP-T1-26-098	6	TAY-RSP-T1-26-164
9	TAY-RSP-T1-26-029	7	TAY-RSP-T1-26-026
10	TAY-RSP-T1-26-073	8	TAY-RSP-T1-26-109
11	TAY-RSP-T1-26-043	9	TAY-RSP-T1-26-077
12	TAY-RSP-T1-26-167	10	TAY-RSP-T1-26-205
13	TAY-RSP-T1-26-141		<b>JHS - TLE</b>
14	TAY-RSP-T1-26-028	1	TAY-RSP-T1-26-182
15	TAY-RSP-T1-26-030	2	TAY-RSP-T1-26-212
16	TAY-RSP-T1-26-013	3	TAY-RSP-T1-26-080
17	TAY-RSP-T1-26-048	4	TAY-RSP-T1-26-116
18	TAY-RSP-T1-26-085	5	TAY-RSP-T1-26-177
	<b>JHS - SCIENCE</b>	6	TAY-RSP-T1-26-204
1	TAY-RSP-T1-26-224	7	TAY-RSP-T1-26-031
2	TAY-RSP-T1-26-059	8	TAY-RSP-T1-26-183
3	TAY-RSP-T1-26-094	9	TAY-RSP-T1-26-218
4	TAY-RSP-T1-26-068	10	TAY-RSP-T1-26-008
5	TAY-RSP-T1-26-051	11	TAY-RSP-T1-26-088
6	TAY-RSP-T1-26-107	12	TAY-RSP-T1-26-064
		13	TAY-RSP-T1-26-211
		14	TAY-RSP-T1-26-126
		15	TAY-RSP-T1-26-099

Enclosure II

**LIST OF ASSESSORS/OBSERVERS, MONITORING AND MEDICAL TEAM FOR  
 CLASSROOM OBSERVATION  
 (SENIOR HIGH SCHOOL)**

**March 12, 2026, 7:00 a.m.  
 Luis Palad Integrated High School**

<b>Group and major</b>	<b>Assessors / Observers</b>	<b>Designation</b>	<b>Grade Level</b>	<b>Personnel Unit Staff</b>
<b>SHS AP Group 1</b>	Mikael Sandino T. Andrey	Education Program Supervisor	Grade 11	Jeraizy Ivey Z. Jastiva
	Nezsi A. Garcia	Master Teacher I		
<b>SHS AP Group 2</b>	Raymund O. Hugo	Head Teacher IV	Grade 12	
	Aldwin O. Rea	Master Teacher I		
<b>SHS FILIPINO</b>	Christian J. Bables	Education Program Supervisor	Grade 11	Grasiela L. Hernandez/ Charlene A. Vito
	Cynthia S. Zorilla	Head Teacher IV		
<b>SHS MATH Group 1</b>	Jerome A. Chavez	Education Program Supervisor	Grade 11	
	Laarni Q. Lachica	Master Teacher II		
	Maria Cecilia P. Pagana (ABM)	Master Teacher I		
<b>SHS MATH Group 2</b>	Josephine B. Ramos	Head Teacher IV	Grade 12	
	Sherelyn S. Alcantara	Master Teacher I		
<b>SHS SCIENCE</b>	Michael Leonard D. Lubiano	Education Program Supervisor	Grade 11/ Grade 12	
	Elizabeth M. Aquino	Master Teacher II		
<b>SHS ENGLISH</b>	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Grade 12	Leslie T. Valdeavilla/ Joanna Marie D. Delloson
	Maria Madel C. Rubia	Head Teacher IV		
<b>SHS TVL</b>	Louie L. Fulleo	Education Program Supervisor	Grade 11/ Grade 12	
	Wilma G. Zaide	Head Teacher IV		
<b>Medical</b>	Sharlene V. Baer	Nurse II		

Enclosure III

**LIST OF ASSESSORS/OBSERVERS, MONITORING AND MEDICAL TEAM FOR  
CLASSROOM OBSERVATION  
(JUNIOR HIGH SCHOOL)**

**March 13, 2026, 7:00 a.m.  
Luis Palad Integrated High School**

<b>Group and major</b>	<b>Assessors / Observers</b>	<b>Designation</b>	<b>Grade Level</b>	<b>Personnel Staff</b>
<b>JHS AP - Group 1</b>	Cherry G. Hugo	School Principal II	Grade 7	Kathleen J. Dazo
	Rempson P. Sumilang	Asst. School Principal II		
<b>JHS AP - Group 2</b>	Mikael Sandino T. Andrey	Education Program Supervisor	Grade 7/ Grade 8	
	Generosa F. Zubieta	Education Program Supervisor		
<b>JHS AP - Group 3</b>	Raymund O. Hugo	Head Teacher IV	Grade 8/ Grade 9	
	Lea A. Cosico	School Principal II		
<b>JHS AP - Group 4</b>	Nezsi A. Garcia	Master Teacher I	Grade 9	
	Lorena G. Saul	Master Teacher I		
<b>JHS AP - Group 5</b>	Aldwin O. Rea	Master Teacher I	Grade 10	
	Elpidia C. Palayan	School Principal II		
<b>JHS ESP</b>	Joseph Jay U. Aureada	Education Program Supervisor	Grade 10	
	Elsa A. Isaga	Head Teacher I		
<b>JHS ENGLISH - Group 1</b>	Tesalonica C. Abesamis	Master Teacher I	Grade 7	Charlene A. Vito
	Maricel L. Abella	Master Teacher I		
<b>JHS ENGLISH - Group 2</b>	Aileen B. Panganiban	Master Teacher I	Grade 8	
	Maria Madel C. Rubia	Head Teacher IV		
<b>JHS ENGLISH - Group 3</b>	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Grade 9	
	Larvin O. Labrada	School Principal I		
<b>JHS ENGLISH - Group 4</b>	Mary Joy B. Talavera	Master Teacher II	Grade 10	
	Michaela R. Rada	Master Teacher II		
<b>JHS FILIPINO - Group 1</b>	Christian J. Bables	Education Program Supervisor	Grade 7	Grasiela L. Hernandez
	Joy B. Go	School Principal IV		
	Democrito C. Cabile Jr.	School Principal I		

<b>JHS FILIPINO - Group 2</b>	Sherlyn C. Moreno	Master Teacher I	Grade 7/ Grade 8		
<b>JHS FILIPINO - Group 3</b>	Cynthia S. Zorilla	Head Teacher IV School Principal III	Grade 8		
	Dennis O. Labita				
<b>JHS FILIPINO - Group 4</b>	Arlene R. Oabel	Master Teacher I	Grade 8/ Grade 9		
	Niel Orven A. Talavera	Master Teacher I			
<b>JHS FILIPINO - Group 5</b>	Alona C. Crisanto	School Principal III	Grade 9/ Grade 10		
	Sigrid F. Tibordo	Master Teacher I			
<b>JHS FILIPINO - Group 6</b>	Simplicio B. Rato	Master Teacher I	Grade 10		
	Natalia A. Andaya	School Principal II			
<b>JHS MAPEH - Group 1</b>	Sherwin C. Quesea	Education Program Supervisor	Grade 7/ Grade 8	Joanna Marie D. Delloson	
	Lyka Rose L. Cabrera	Master Teacher I			
<b>JHS MAPEH - Group 2</b>	Erico P. Ybardolaza	Head Teacher IV	Grade 9/ Grade 10		
	Ronelda S. Empamano	Master Teacher I			
<b>JHS SCIENCE - Group 1</b>	Michael Leonard D. Lubiano	Education Program Supervisor	Grade 7/ Grade 8		
	Richilyn S. Pagana	Master Teacher I			
<b>JHS SCIENCE - Group 2</b>	Elizabeth M. Aquino	Master Teacher II	Grade 9/ Grade 10		
	Gerardo A. Laguador	Master Teacher I			
<b>JHS MATH - Group 1</b>	Jerome A. Chavez	Education Program Supervisor	Grade 7		Jeraizy Ivee Z. Jastiva
	Laarni Q. Lachica	Master Teacher II			
<b>JHS MATH - Group 2</b>	Jacinta R. Abulencia	Master Teacher I	Grade 8		
	Teresa E. Andaya	School Principal II			
<b>JHS MATH - Group 3</b>	Nelda L. Oabel	Master Teacher I	Grade 9		
	Julieta M. Labita	School Principal I			
<b>JHS MATH - Group 4</b>	Sherelyn S. Alcantara	Master Teacher I	Grade 10		
	Josephine B. Ramos	Head Teacher IV			
<b>JHS TLE - Group 1</b>	Mary Grace M. Cabili	School Principal II	Grade 7	Leslie T. Valdeavilla	
	Maria Cecilia P. Pagana	Master Teacher I			
<b>JHS TLE - Group 2</b>	Joel N. Dela Cruz	Master Teacher I/ Officer in-Charge	Grade 7/ Grade 8		
	Wilma G. Zaide	Head Teacher IV			

<b>JHS TLE - Group 3</b>	Geraldine M. Constantino	Assistant School Principal I	Grade 8/ Grade 9
	Jaymie Jane Y. Nanez	Master Teacher I	
<b>JHS TLE - Group 4</b>	Jowell C. Mendoza	Master Teacher I	Grade 9/ Grade 10
	Ingrid A. Palad	School Principal II	
<b>JHS TLE - Group 5</b>	Louie L. Fulleo	Education Program Supervisor	Grade 10
	Evelyn R. Palambiano	School Principal I	
<b>Medical</b>	Sharlene V. Baer	Nurse II	

Enclosure IV

**LIST OF APPLICANTS, EVALUATORS, PROCTORS, AND TECHNICAL WORKING  
 GROUP FOR TEACHER REFLECTION  
 (JUNIOR & SENIOR HIGH SCHOOL)**

March 12, 2026, 1:30 p.m.  
 Luis Palad Integrated High School

Group	Evaluators	Designation	Application Code	Proctor	Room Number
Group 1	Johncent Roy C. Tibordo	Master Teacher I	TAY-RSP-T1-26-124	Reymart P. Villapena	Multipurpose Hall
	Reynan D. Nadera	Master Teacher I	TAY-RSP-T1-26-084		
			TAY-RSP-T1-26-083		
			TAY-RSP-T1-26-123		
			TAY-RSP-T1-26-130		
			TAY-RSP-T1-26-143		
			TAY-RSP-T1-26-181		
			TAY-RSP-T1-26-106		
			TAY-RSP-T1-26-034		
			TAY-RSP-T1-26-015		
Group 2	Mary Joy B. Talavera	Master Teacher II	TAY-RSP-T1-26-012		
	Sigrid F. Tibordo	Master Teacher II	TAY-RSP-T1-26-001		
			TAY-RSP-T1-26-154		
			TAY-RSP-T1-26-003		
			TAY-RSP-T1-26-023		
			TAY-RSP-T1-26-208		
			TAY-RSP-T1-26-213		
			TAY-RSP-T1-26-191		
Group 3	Josephine C. Villaverde	Master Teacher I	TAY-RSP-T1-26-164		
	Tesalonica C. Abesamis	Master Teacher I	TAY-RSP-T1-26-158		
			TAY-RSP-T1-26-026		
			TAY-RSP-T1-26-109		
			TAY-RSP-T1-26-020		
			TAY-RSP-T1-26-077		
			TAY-RSP-T1-26-205		
			TAY-RSP-T1-26-201		
			TAY-RSP-T1-26-045		
			TAY-RSP-T1-26-082		
Group 4	Myra G. Flores	Master Teacher I	TAY-RSP-T1-26-203		
	Maria Madel C. Rubia	Head Teacher IV	TAY-RSP-T1-26-156		
			TAY-RSP-T1-26-042		
			TAY-RSP-T1-26-216		
			TAY-RSP-T1-26-112		
			TAY-RSP-T1-26-098		
			TAY-RSP-T1-26-206		
			TAY-RSP-T1-26-029		
			TAY-RSP-T1-26-073		
		TAY-RSP-T1-26-043			
	Lessette O. Marquez	Master Teacher I	TAY-RSP-T1-26-167		

Group 5	Wendel R. Mayor	Master Teacher I	TAY-RSP-T1-26-133	Richilyn S. Pagana	Supervisory Room
			TAY-RSP-T1-26-141		
			TAY-RSP-T1-26-028		
			TAY-RSP-T1-26-030		
			TAY-RSP-T1-26-013		
			TAY-RSP-T1-26-048		
			TAY-RSP-T1-26-085		
			TAY-RSP-T1-26-095		
Group 6	Maricel L. Abella	Master Teacher I	TAY-RSP-T1-26-108	Richilyn S. Pagana	Supervisory Room
	Jaymie Jane Y. Nanez	Master Teacher I	TAY-RSP-T1-26-040		
			TAY-TSP-T1-26-016		
			TAY-RSP-T1-26-104		
			TAY-RSP-T1-26-219		
			TAY-RSP-T1-26-127		
			TAY-RSP-T1-26-215		
			TAY-RSP-T1-26-165		
Group 7	Arlene R. Oabel	Master Teacher I	TAY-RSP-T1-26-062	Gerardo A. Laguador	Grade 7 Perseverance and Library
	Michaela R. Rada	Master Teacher I	TAY-RSP-T1-26-170		
			TAY-RSP-T1-26-050		
			TAY-RSP-T1-26-039		
			TAY-RSP-T1-26-036		
			TAY-RSP-T1-26-049		
			TAY-RSP-T1-26-142		
			TAY-RSP-T1-26-172		
Group 8	Ronelda S. Empamano	Master Teacher I	TAY-RSP-T1-26-059	Gerardo A. Laguador	Grade 7 Perseverance and Library
	Virgilio R. Jao Jr.	Master Teacher I	TAY-RSP-T1-26-094		
			TAY-RSP-T1-26-068		
			TAY-RSP-T1-26-051		
			TAY-RSP-T1-26-107		
			TAY-RSP-T1-26-088		
			TAY-RSP-T1-26-182		
			TAY-RSP-T1-26-080		
Group 9	Aileen B. Panganiban	Master Teacher I	TAY-RSP-T1-26-116	Gerardo A. Laguador	Grade 7 Perseverance and Library
	Niel Orven A. Talavera	Master Teacher I	TAY-RSP-T1-26-211		
			TAY-RSP-T1-26-126		
			TAY-RSP-T1-26-008		
			TAY-RSP-T1-26-177		
			TAY-RSP-T1-26-204		
			TAY-RSP-T1-26-031		
			TAY-RSP-T1-26-037		
		TAY-RSP-T1-26-183			
		TAY-RSP-T1-26-218			

Group 10	Aileen B. Panganiban	Master Teacher I	TAY-RSP-T1-26-210	Jacinta R. Abulencia	Admin Office
	Niel Orven A. Talavera	Master Teacher I	TAY-RSP-T1-26-121		
			TAY-RSP-T1-26-223		
			TAY-RSP-T1-26-111		
			TAY-RSP-T1-29-112		
			TAY-RSP-T1-26-114		
			TAY-RSP-T1-26-136		
			TAY-RSP-T1-26-032		
			TAY-RSP-T1-26-061		
			TAY-RSP-T1-26-041		
Group 11	Lyka Rose L. Cabrera	Master Teacher I	TAY-RSP-T1-26-199		
	Sherlyn C. Moreno	Master Teacher I	TAY-RSP-T1-26-135		
			TAY-RSP-T1-26-179		
			TAY-RSP-T1-26-134		
			TAY-RSP-T1-26-147		
			TAY-RSP-T1-26-173		
			TAY-RSP-T1-26-195		
			TAY-RSP-T1-26-178		
			TAY-RSP-T1-26-202		
		TAY-RSP-T1-26-175			

### Monitoring & Medical Team

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO II
	Jeraizy Ivey Z. Jastiva	Administrative Assistant III
	Leslie T. Valdeavilla	Administrative Assistant III
	Charlene A. Vito	Administrative Aide VI
	Joanna Marie D. Delloson	GIP
<b>Medical</b>	Sharlene V. Baer	Nurse II

Enclosure V

### 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 VI

### 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 VII

**PROCESS FLOW FOR CLASSROOM OBSERVATION**

Time	Activity	Person/s Involved	Venue/Place	Output
On or before 7:00 AM	Arrival and Orientation	Teacher Applicants, Personnel Services Staff	March 12 Senior High School – Multipurpose Hall  March 13 Junior High School – Supervisory Room (JHS AP, ESP, English) – Multipurpose Hall (JHS Filipino, MAPEH, Science, Math, TLE)	Attendance and initial instructions given
7:00 – 8:00 AM	Preparation of Lesson Plan	Teacher Applicants	March 12 Senior High School – Multipurpose Hall  March 13 Junior High School – Supervisory Room (JHS AP, ESP, English) – Multipurpose Hall (JHS Filipino, MAPEH, Science, Math, TLE)	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	Admin Office	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	March 12 Senior High School – Multipurpose Hall  March 13 Junior High School – Supervisory Room (JHS AP, ESP, English) – Multipurpose Hall (JHS Filipino, MAPEH, Science, Math, TLE)	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

**END OF PROCESS**

*Enclosure VIII*

**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	Multipurpose Hall/ Supervisory Room/ Grade 7 Perseverance and Library/ Admin Office	Attendance and initial instructions given
1:30 – 2:30 PM	Administration of the TRF	Teacher Applicants, Proctor	Multipurpose Hall/ Supervisory Room/ Grade 7 Perseverance and Library/ Admin Office	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>				