



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

11 March 2025

DIVISION MEMORANDUM  
No. 178 s. 2025

**SCHEDULE OF CLASSROOM OBSERVATION (DEMONSTRATION TEACHING)  
AND TEACHER REFLECTION FOR KINDER, SPED, AND ELEMENTARY  
TEACHER I APPLICANTS FOR SCHOOL YEAR 2025 - 2026**

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 2025 - 2026**, this office announces the conduct of Classroom Observation (Demonstration Teaching) on **March 17, 2025**, at **7:00 a.m.** at **Tayabas East Central School**, followed by the Teacher Reflection at **1:30 p.m.** at **Buenaventura Alandy National High School** for Kinder, SPED, and Elementary Teacher Applicants.

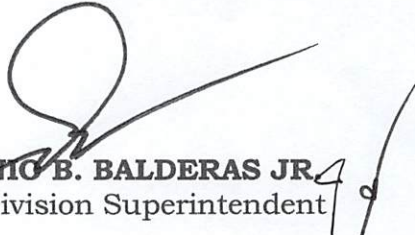
2. In line with this, please see the following enclosures for your information and guidance:

Enclosure I – List of Applicants for Demonstration Teaching  
Enclosure II - List of Assessors/Observers, Monitoring and Medical Team  
Enclosure III - List of Applicants for Teacher Reflection Form  
Enclosure IV - Classroom Observation Protocols  
Enclosure V - Teacher Reflection Form Protocols

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 their demonstration teaching.

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. 027, s. 2025

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

DEMONSTRATION TEACHING  
TEACHER REFLECTION FORM

OSDS Personnel Unit – schedule of classroom observation (demonstration teaching) and teacher reflection for  
kinder, sped, and elementary teacher I applicants for school year 2025-2026  
PERPJ9ED-001329/March 11, 2025



Enclosure I

**LIST OF KINDER/SPED/ELEMENTARY TEACHER APPLICANTS FOR  
DEMONSTRATION TEACHING**

**March 17, 2025, 7:00 a.m.  
Tayabas East Central School**

<b>KINDER TEACHER APPLICANT</b>	
1	TAY-RSP-T1-25-065
<b>SPECIAL EDUCATION TEACHER APPLICANTS</b>	
1	TAY-RSP-T1-25-008
2	TAY-RSP-T1-25-009
<b>ELEMENTARY TEACHER APPLICANTS</b>	
1	TAY-RSP-T1-25-016
2	TAY-RSP-T1-25-137
3	TAY-RSP-T1-25-063
4	TAY-RSP-T1-25-049
5	TAY-RSP-T1-25-175
6	TAY-RSP-T1-25-136
7	TAY-RSP-T1-25-091
8	TAY-RSP-T1-25-092
9	TAY-RSP-T1-25-069
10	TAY-RSP-T1-25-068
11	TAY-RSP-T1-25-176
12	TAY-RSP-T1-25-160
13	TAY-RSP-T1-25-033
14	TAY-RSP-T1-25-071
15	TAY-RSP-T1-25-082
16	TAY-RSP-T1-25-014
17	TAY-RSP-T1-25-018
18	TAY-RSP-T1-25-133
19	TAY-RSP-T1-25-030
20	TAY-RSP-T1-25-126
21	TAY-RSP-T1-25-076
22	TAY-RSP-T1-25-027
23	TAY-RSP-T1-25-086
24	TAY-RSP-T1-25-099
25	TAY-RSP-T1-25-167
26	TAY-RSP-T1-25-050
27	TAY-RSP-T1-25-083
28	TAY-RSP-T1-25-151
29	TAY-RSP-T1-25-097
30	TAY-RSP-T1-25-025
31	TAY-RSP-T1-25-062
32	TAY-RSP-T1-25-105
33	TAY-RSP-T1-25-038



*Enclosure II*

**LIST OF ASSESSORS/OBSERVERS, MONITORING AND MEDICAL TEAM FOR  
DEMONSTRATION TEACHING  
(SPED, KINDER & ELEMENTARY)**

**March 17, 2025, 7:00 a.m.  
Tayabas East Central School**

Group Number	Assessors / Observers	Designation	Grade Level
KINDER/ SPED	Mildred Z. Galleno	Education Program Supervisor	Kinder/ SPED
	Generosa F. Zubieta	Education Program Supervisor	
	Natalia A. Andaya	School Principal I	
ELEM- GROUP 1	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Grade 1
	Marian O. Flores	Master Teacher II	
	Alona C. Crisanto	School Principal III	
ELEM- GROUP 2	Christian J. Bables	Education Program Supervisor	Grade 2
	Elpidia C. Palayan	School Principal II	
	Mary Grace M. Cabili	School Principal II	
ELEM- GROUP 3	Sherwin C. Quesea	Education Program Supervisor	Grade 2/ Grade 3
	Evelyn R. Palambiano	School Principal I	
	Julieta M. Labita	Head Teacher III	
ELEM- GROUP 4	Joseph Jay U. Aureada	Education Program Supervisor	Grade 3
	Lea A. Cosico	School Principal I	
	Aldwin V. Capistrano	Head Teacher III	
ELEM- GROUP 5	Jerome A. Chavez	Education Program Supervisor	Grade 3
	Honesto P. Caagbay Jr.	School Principal I	
	Wenefredo B. Baylono	School Principal I	
ELEM- GROUP 6	Michael Leonard D. Lubiano	Education Program Supervisor	Grade 4
	Dennis O. Labita	School Principal II	
	Rowena O. Sabiduria	School Principal I	



ELEM- GROUP 7	Mikael Sandino T. Andrey	Education Program Supervisor	Grade 4
	Roderick O. Hugo	School Principal II	
	Michael M. Safred	School Principal I	
ELEM - GROUP 8	Louie L. Fulleo	Education Program Supervisor	Grade 4/ Grade 5
	Joy B. Go	School Principal IV	
	Democrito C. Cabile Jr.	Head Teacher III	
ELEM- GROUP 9	Larvin O. Labrada	Head Teacher III	Grade 5
	Waldymar E. Pasacsac	School Principal II	
	Reniel C. Cabuyao	Teacher III / Officer in-Charge	
ELEM - GROUP 10	Lorynel C. De Sagun	Head Teacher III	Grade 5/ Grade 6
	Ingrid A. Palad	School Principal II	
	Corazon M. Oabel	School Principal I	
ELEM - GROUP 11	Arlene D. Pagana	Teacher III / Officer in-Charge	Grade 6
	Ronald O. Hugo	Master Teacher I / Officer in-Charge	
	Girlye A. Abaricia	Head Teacher III	

### Monitoring & Medical Team

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO II
	Kathleen J. Dazo	Administrative Officer II
	Eloissa Joy P. Herrera	Administrative Assistant III
	Leslie T. Valdeavilla	Administrative Assistant III
	Charlene A. Vito	Administrative Aide VI
	Joanna Marie Delloson	Administrative Aide I
Medical	Lailani T. Omlas	Nurse II

Enclosure III

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

**March 17, 2025, 1:30 p.m.  
Buenaventura Alandy National High School**

Group	Evaluators	Designation	Application Code	Proctor	Room Number
Group 1	Rempson P. Sumilang	Asst. School Principal II	TAY-RSP-T1-25-065	Ronald O. Hugo	BLDG 5 ROOM 201
	Arlene D. Pagana	Teacher III	TAY-RSP-T1-25-175		
	Larvin O. Labrada	Head Teacher III	TAY-RSP-T1-25-054		
			TAY-RSP-T1-25-008		
			TAY-RSP-T1-25-077		
			TAY-RSP-T1-25-009		
			TAY-RSP-T1-25-016		
			TAY-RSP-T1-25-137		
			TAY-RSP-T1-25-063		
			TAY-RSP-T1-25-049		
			TAY-RSP-T1-25-136		
Group 2	Teresa E. Andaya	School Principal II	TAY-RSP-T1-25-091	Luz A. Pacaigue	BLDG 5 ROOM 202
	Joel N. Dela Cruz	Master Teacher I	TAY-RSP-T1-25-092		
	Lorynel de Sagun	Head Teacher III	TAY-RSP-T1-25-069		
			TAY-RSP-T1-25-068		
			TAY-RSP-T1-25-176		
			TAY-RSP-T1-25-074		
			TAY-RSP-T1-25-096		
			TAY-RSP-T1-25-160		
			TAY-RSP-T1-25-033		
			TAY-RSP-T1-25-071		



Group 3	Cherry G. Hugo	School Principal II	TAY-RSP-T1-25-082	Reniel N. Cabuyao	BLDG 5 ROOM 203
	Waldymar E. Pasacsac	School Principal II	TAY-RSP-T1-25-014		
	Babylyn T. Olandes	Head Teacher III	TAY-RSP-T1-25-018		
			TAY-RSP-T1-25-133		
			TAY-RSP-T1-25-030		
			TAY-RSP-T1-25-126		
			TAY-RSP-T1-25-076		
			TAY-RSP-T1-25-086		
Group 4	Ingrid A. Palad	School Principal II	TAY-RSP-T1-25-050	Corazon M. Oabel	BLDG 5 ROOM 204
	Girlye G. Abaricia	Head Teacher III	TAY-RSP-T1-25-083		
			TAY-RSP-T1-25-151		
			TAY-RSP-T1-25-097		
			TAY-RSP-T1-25-025		
			TAY-RSP-T1-25-043		
			TAY-RSP-T1-25-062		
			TAY-RSP-T1-25-105		
			TAY-RSP-T1-25-038		

### Monitoring & Medical Team

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO II
	Leslie T. Valdeavilla	Administrative Assistant III
	Imee Lyn R. Cabuyao	Administrative Aide I
Medical	Alelie A. Padillo	Nurse II



*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.