



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

11 March 2025

DIVISION MEMORANDUM
No. 179 s. 2025

**SCHEDULE OF CLASSROOM OBSERVATION (DEMONSTRATION TEACHING)
AND TEACHER REFLECTION FOR JUNIOR AND SENIOR HIGH SCHOOL
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 18, 2025**, at **7:00 a.m.** at **Luis Palad Integrated High School**, followed by the Teacher Reflection at **1:30 p.m.** at **Buenaventura Alandy National High School** for **Junior High School** Teacher I Applicants.
2. For **Senior High School** Teacher I Applicants, the Demonstration Teaching is scheduled for **March 24, 2025** at **7:00 a.m.** at **Luis Palad Integrated High School**. However, the Teacher Reflection schedule is the same as that for Junior High School applicants, on **March 18, 2025** at **1:30 p.m.** at **Buenaventura Alandy National High School**.
3. In line with this, please see the following enclosures for your information and guidance:

Enclosure I – List of Applicants for Demonstration Teaching (JHS & SHS)
Enclosure II -List of Assessors/Observers, Monitoring and Medical Team (JHS)
Enclosure III-List of Assessors/Observers,Monitoring and Medical Team (SHS)
Enclosure IV - List of Applicants for Teacher Reflection Form (JHS & SHS)
Enclosure V - Classroom Observation Protocols
Enclosure VI - 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 junior and senior high school teacher I applicants for school year 2025-2026
PER304L9-001328/March 11, 2025

Enclosure I

**LIST OF JUNIOR HIGH SCHOOL TEACHER I APPLICANTS FOR
DEMONSTRATION TEACHING
March 18, 2025, 7:00 a.m.
Luis Palad Integrated High School**

JHS - AP		JHS - MAPEH	
1	TAY-RSP-T1-25-088	1	TAY-RSP-T1-25 084
2	TAY-RSP-T1-25-159	2	TAY-RSP-T1-25-152
3	TAY-RSP-T1-25-028	3	TAY-RSP-T1-25-089
4	TAY-RSP-T1-25-061	4	TAY-RSP-T1-25-111
5	TAY-RSP-T1-25-118	5	TAY-RSP-T1-25-172
6	TAY-RSP-T1-25-145	6	TAY-RSP-T1-25-168
7	TAY-RSP-T1-25-153	7	TAY-RSP-T1-25-042
8	TAY-RSP-T1-25-169	JHS - MATH	
9	TAY-RSP-T1-25-149	1	TAY-RSP-T1-25-119
10	TAY-RSP-T1-25-029	2	TAY-RSP-T1-25-158
11	TAY-RSP-T1-25-143	3	TAY-RSP-T1-25-135
12	TAY-RSP-T1-25-026	4	TAY-RSP-T1-25-102
13	TAY-RSP-T1-25-112	5	TAY-RSP-T1-25-055
JHS - ESP		JHS - SCIENCE	
1	TAY-RSP-T1-25-146	1	TAY-RSP-T1-25-107
JHS - ENGLISH		2	TAY-RSP-T1-25-003
1	TAY-RSP-T1-25-046	3	TAY-RSP-T1-25-059
2	TAY-RSP-T1-25-104	4	TAY-RSP-T1-25-024
3	TAY-RSP-T1-25-142	5	TAY-RSP-T1-25-115
4	TAY-RSP-T1-25-113	JHS - TLE	
5	TAY-RSP-T1-25-066	1	TAY-RSP-T1-25-001
6	TAY-RSP-T1-25-067	2	TAY-RSP-T1-25-156
7	TAY-RSP-T1-25-162	3	TAY-RSP-T1-25-173
8	TAY-RSP-T1-25-101	4	TAY-RSP-T1-25-002
9	TAY-RSP-T1-25-011	5	TAY-RSP-T1-25-170
10	TAY-RSP-T1-25-039	6	TAY-RSP-T1-25-171
11	TAY-RSP-T1-25-015	7	TAY-RSP-T1-25-037
JHS - FILIPINO		8	TAY-RSP-T1-25-164
1	TAY-RSP-T1-25-047	9	TAY-RSP-T1-25-141
2	TAY-RSP-T1-25-131	10	TAY-RSP-T1-25-165
3	TAY-RSP-T1-25-127	11	TAY-RSP-T1-25-106
4	TAY-RSP-T1-25-155	12	TAY-RSP-T1-25-007
5	TAY-RSP-T1-25-070	13	TAY-RSP-T1-25-154
6	TAY-RSP-T1-25-060	14	TAY-RSP-T1-25-005
7	TAY-RSP-T1-25-163	15	TAY-RSP-T1-25-064
8	TAY-RSP-T1-25-144	16	TAY-RSP-T1-25-121
9	TAY-RSP-T1-25-161		
10	TAY-RSP-T1-25-040		
11	TAY-RSP-T1-25-023		

**LIST OF SENIOR HIGH SCHOOL TEACHER I APPLICANTS FOR
DEMONSTRATION TEACHING
March 24, 2025, 7:00 a.m.
Luis Palad Integrated High School**

	SHS - AP
1	TAY-RSP-T1-25-072
2	TAY-RSP-T1-25-048
3	TAY-RSP-T1-25-123
4	TAY-RSP-T1-25-058
5	TAY-RSP-T1-25-150
6	TAY-RSP-T1-25-117
7	TAY-RSP-T1-25 110
8	TAY-RSP-T1-25-075
	SHS - ENGLISH
1	TAY-RSP-T1-25-098
2	TAY-RSP-T1-25-073
3	TAY-RSP-T1-25-057
	SHS - FILIPINO
1	TAY-RSP-T1-25-122
2	TAY-RSP-T1-25-017
	SHS - ABM
1	TAY-RSP-T1-25-053
	SHS - MATH
1	TAY-RSP-T1-25-157
2	TAY-RSP-T1-25-114
3	TAY-RSP-T1-25-081
	SHS - TVL
1	TAY-RSP-T1-25-034
2	TAY-RSP-T1-25-010
3	TAY-RSP-T1-25-052
4	TAY-RSP-T1-25-085
5	TAY-RSP-T1-25-100

Enclosure II

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

**March 18, 2025, 7:00 a.m.
Luis Palad Integrated High School**

Group and major	Assessors / Observers	Designation	Grade Level
JHS AP - Group 1	Cherry G. Hugo	School Principal II	Grade 7
	Ronan R. Ranillo	School Principal II	
JHS AP - Group 2	Mikael Sandino T. Andrey	Education Program Supervisor	Grade 8
	Waldymar E. Pasacsac	School Principal II	
JHS AP - Group 3	Joseph Jay U. Aureada	Education Program Supervisor	Grade 9
	Raymund O. Hugo	Head Teacher III	
JHS AP - Group 4	Ma. Aillen A. Averilla	Master Teacher II	Grade 10
	Lea A. Cosico	School Principal I	
JHS AP - Group 5	Susan J. Abuel	Master Teacher II	Grade 9
	Elpidia C. Palayan	School Principal II	
JHS ESP	Joseph Jay U. Aureada	Education Program Supervisor	Grade 7
	Raymund O. Hugo	Head Teacher III	
JHS ENGLISH - Group 1	Luzviminda Cynthia	Education Program Supervisor	Grade 7
	Richelle F. Quintero	Teacher III	
	Lilibeth B. Vargas		
JHS ENGLISH - Group 2	Rempson P. Sumilang	Asst. School Principal II	Grade 8
	Maria Madel C. Rubia	Head Teacher III	
JHS ENGLISH - Group 3	Mary Joy B. Talavera	Master Teacher II	Grade 9
	Michaela R. Rada	Master Teacher II	
JHS ENGLISH - Group 4	Tesalonica C. Abesamis	Master Teacher I	Grade 10
	Maricel L. Abella	Master Teacher I	

JHS FILIPINO - Group 1	Christian J. Bables	Education Program Supervisor	Grade 7
	Joy B. Go	School Principal IV	
JHS FILIPINO - Group 2	Democrito C. Cabile Jr.	Head Teacher III	Grade 8
	Niel Orven A. Talavera	Master Teacher I	
JHS FILIPINO - Group 3	Cynthia S. Zorilla	Head Teacher III	Grade 9
	Sigrid F. Tibordo	Master Teacher I	
JHS FILIPINO - Group 4	Arlene R. Oabel	Master Teacher I	Grade 10
	Roderick O. Hugo	School Principal II	
JHS MAPEH - Group 1	Sherwin C. Quesea	Education Program Supervisor	Grade 7
	Lyka Rose L. Cabrera	Master Teacher I	
JHS MAPEH - Group 2	Mildred Z. Galleno	Education Program Supervisor	Grade 10
	Erico P. Ybardolaza	Head Teacher III	
	Ronelda S. Empamano	Master Teacher I	
JHS MATH - Group 1	Jerome A. Chavez	Education Program Supervisor	Grade 8
	Laarni Q. Lachica	Master Teacher II	
JHS MATH - Group 2	Jacinta R. Abulencia	Master Teacher I	Grade 9
	Nelda L. Oabel	Master Teacher I	
JHS SCIENCE - Group 1	Michael Leonard D. Lubiano	Education Program Supervisor	Grade 7
	Michael M. Safred	Assistant Principal I	
	Richilyn S. Pagana	Master Teacher I	
JHS SCIENCE - Group 2	Elizabeth M. Aquino	Master Teacher II	Grade 10
	Emelia R. Eclarin	Assistant Principal II	
JHS TLE - Group 1	Louie L. Fulleo	Education Program Supervisor	Grade 7
	Evelyn R. Palambiano	School Principal I	
JHS TLE - Group 2	Mary Grace M. Cabili	School Principal II	Grade 8
	Dennis O. Labita	School Principal II	

JHS TLE - Group 3	Joel N. Dela Cruz	Master Teacher I	Grade 9
	Wilma G. Zaide	Head Teacher IV	
JHS TLE - Group 4	Geraldine M. Constantino	Assistant School Principal I	Grade 10
	Teresa E. Andaya	School Principal II	

Monitoring & Medical Team

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO-II
	Laura Vida G. Bigyan	Administrative Assistant III
	Luisa M. Datario	Administrative Assistant III
	Kathleen J. Dazo	Administrative Officer II
	Eloissa Joy P. Herrera	Administrative Assistant III
	Leslie T. Valdeavilla	Administrative Assistant III
	Blenda-lyn J. Villadiego	Administrative Assistant III
	Charlene A. Vito	Administrative Aide VI
	Imee Lyn R. Cabuyao	Administrative Aide I
Medical	Sharlene V. Baer	Nurse II

Enclosure III

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

**March 24, 2025, 7:00 a.m.
Luis Palad Integrated High School**

Group and major	Assessors / Observers	Designation	Grade Level
SHS AP	Ma. Aillen A. Averilla	Master Teacher II	Grade 11
	Raymund O. Hugo	Head Teacher III	
SHS FILIPINO/ AP	Christian J. Bables	Education Program Supervisor	Grade 12
	Cynthia S. Zorilla	Head Teacher III	
SHS ENGLISH	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor	Grade 12
	Maria Madel C. Rubia	Head Teacher III	
SHS MATH	Jerome A. Chavez	Education Program Supervisor	Grade 12
	Josephine B. Ramos	Head Teacher IV	
SHS TLE	Louie L. Fulleo	Education Program Supervisor	Grade 11
	Geraldine M. Constantino	Assistant School Principal I	

Monitoring & Medical Team

Personnel Unit	Kathleen J. Dazo	Administrative Officer II
	Leslie T. Valdeavilla	Administrative Assistant III
	Imee Lyn R. Cabuyao	Administrative Aide I
Medical	Sharlene V. Baer	Nurse II

Enclosure IV

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

**March 18, 2025, 1:30 p.m.
Buenaventura Alandy National High School**

Group	Evaluators	Designation	Application Code	Proctor	Room Number
Group 1	Ma. Aillen A. Averilla	Master Teacher II	TAY-RSP-T1-25-088	Garry S. Villaverde	BLDG 5 ROOM 201
	Lorena G. Saul	Master Teacher I	TAY-RSP-T1-25-159		
	Johnccent Roy C. Tibordo	Master Teacher I	TAY-RSP-T1-25-028		
			TAY-RSP-T1-25-061		
			TAY-RSP-T1-25-118		
			TAY-RSP-T1-25-145		
			TAY-RSP-T1-25-148		
			TAY-RSP-T1-25-078		
			TAY-RSP-T1-25-153		
			TAY-RSP-T1-25-169		
Group 2	Susan J. Abuel	Master Teacher II	TAY-RSP-T1-25-029	Reynan D. Nadera	BLDG 5 ROOM 202
	Mary Joy B. Talavera	Master Teacher II	TAY-RSP-T1-25-143		
	Nelda Oabel	Master Teacher I	TAY-RSP-T1-25-121		
			TAY-RSP-T1-25-112		
			TAY-RSP-T1-25-146		
			TAY-RSP-T1-25-066		
			TAY-RSP-T1-25-046		
			TAY-RSP-T1-25-104		
			TAY-RSP-T1-25-142		
			TAY-RSP-T1-25-113		

Group 3	Nezsi A. Garcia	Master Teacher I	TAY-RSP-T1-25-067	Jowell C. Mendoza	BLDG 5 ROOM 203
	Jacinta R. Abulencia	Master Teacher I	TAY-RSP-T1-25-162		
	Josephine C. Villaverde	Master Teacher I	TAY-RSP-T1-25-011		
			TAY-RSP-T1-25-039		
			TAY-RSP-T1-25-015		
			TAY-RSP-T1-25-107		
			TAY-RSP-T1-25-003		
			TAY-RSP-T1-25-059		
			TAY-RSP-T1-25-024		
			TAY-RSP-T1-25-115		
Group 4	Ryan Chester Z. Manzanares	Master Teacher I	TAY-RSP-T1-25-156	Simplicio B. Rato	BLDG 5 ROOM 204
	Jaymie Jane Y. Nanez	Master Teacher I	TAY-RSP-T1-25-173		
	Loida R. Decal	Master Teacher II	TAY-RSP-T1-25-170		
			TAY-RSP-T1-25-171		
			TAY-RSP-T1-25-037		
			TAY-RSP-T1-25-079		
			TAY-RSP-T1-25-164		
			TAY-RSP-T1-25-001		
			TAY-RSP-T1-25-141		
			TAY-RSP-T1-25-165		
			TAY-RSP-T1-25-021		
Group 5	Lessette O. Marquez	Master Teacher I	TAY-RSP-T1-25-106	Noela Alita V. Cabuyao	BLDG 5 ROOM 205
	Lyka Rose L. Cabrera	Master Teacher I	TAY-RSP-T1-25-007		
	Jeric L. Cabriga	Master Teacher I	TAY-RSP-T1-25-154		
			TAY-RSP-T1-25-005		
			TAY-RSP-T1-25-064		
			TAY-RSP-T1-25-047		
			TAY-RSP-T1-25-131		
			TAY-RSP-T1-25-127		
			TAY-RSP-T1-25-155		
			TAY-RSP-T1-25-070		

Group 6	Gerardo A. Laguador	Master Teacher I	TAY-RSP-T1-25-060	Elsa A. Isaga	BLDG 5 ROOM 305
	Maria Cecilia P. Pagana	Master Teacher I	TAY-RSP-T1-25-163		
	Maricel A. Abella	Master Teacher I	TAY-RSP-T1-25-144		
			TAY-RSP-T1-25-161		
			TAY-RSP-T1-25-040		
			TAY-RSP-T1-25-023		
			TAY-RSP-T1-25-119		
			TAY-RSP-T1-25-138		
			TAY-RSP-T1-25-158		
Group 7			TAY-RSP-T1-25-102	Marie Grace R. Tiosan	BLDG 5 ROOM 101
			TAY-RSP-T1-25-055		
	Walter R. Pagana	Master Teacher I	TAY-RSP-T1-25 084		
	Christine V. Cabuyao	Master Teacher I	TAY-RSP-T1-25-152		
	Myra G. Flores	Master Teacher I	TAY-RSP-T1-25-089		
			TAY-RSP-T1-25-111		
			TAY-RSP-T1-25-172		
			TAY-RSP-T1-25-168		
			TAY-RSP-T1-25-042		
Group 8			TAY-RSP-T1-25-098	Maria Concepcion R. Cuadra	BLDG 5 ROOM 105
			TAY-RSP-T1-25-073		
			TAY-RSP-T1-25-057		
	Marissa R. Capistrano	Master Teacher I	TAY-RSP-T1-25-072		
	Virgilio R. Jao Jr.	Master Teacher I	TAY-RSP-T1-25-048		
	Jeffrey G. Dimailig	Master Teacher I	TAY-RSP-T1-25-123		
			TAY-RSP-T1-25-058		
			TAY-RSP-T1-25-150		
			TAY-RSP-T1-25-117		
			TAY-RSP-T1-25 110		
			TAY-RSP-T1-25-075		
			TAY-RSP-T1-25-122		
			TAY-RSP-T1-25-017		

Group 9	Elizabeth M. Aquino	Master Teacher II	TAY-RSP-T1-25-157	Arcedel R. Pagana	BLDG 1 ROOM 101 (CONF ERENC E ROOM)
	Marvin J. Rosales	Head Teacher IV	TAY-RSP-T1-25-114		
	Michaela R. Rada	Master Teacher I	TAY-RSP-T1-25-081		
			TAY-RSP-T1-25-034		
			TAY-RSP-T1-25-010		
			TAY-RSP-T1-25-052		
			TAY-RSP-T1-25-085		
			TAY-RSP-T1-25-100		
			TAY-RSP-T1-25-053		

Monitoring & Medical Team

Personnel Unit	Grasiela L. Hernandez	Administrative Officer IV/HRMO II
	Leslie T. Valdeavilla	Administrative Assistant III
	Joanna Marie Delloson	Administrative Aide I
Medical	Mariles F. Contreras	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 3rd 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 3rd 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.