



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

April 10, 2025

DIVISION MEMORANDUM
No. 116, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM 039, s. 2025 SCHEDULE OF
DEMONSTRATION TEACHING AND WEIGHT ALLOCATION FOR
COMPARATIVE ASSESSMENT (ONE-STOP-SHOP) FOR
APPLICANTS FOR TEACHER I POSITION FOR
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors and District Heads
Human Resource Merit, Promotion and Section Board
All Others Concerned

1. Pursuant to Division Memorandum No. 039, s. 2025 re: **Call for Applicants for Teacher I Positions for School Year 2025-2026**. Considering various scheduled activities for the End of School Year 2024-2025, this office hereby announces the following **schedule of demonstration teaching and weight allocation for comparative assessment (One-Stop-Shop) for applicants for Teacher I Position for School Year 2025-2026** as follows:

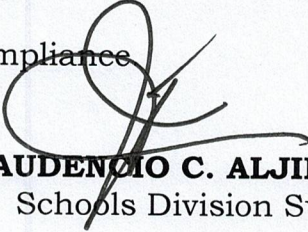
Activities	Schedule	Level
Demonstration Teaching and Weight allocation for Comparative Assessment (<i>One-Stop-Shop</i>)	April 21-25, 2025	Elementary
	April 28-30, 2025 May 2, 2025	Secondary - Senior High School
	May 5-9, 2025	Secondary Junior High School

2. All concerned Teacher I applicants are likewise reminded to:

- Verify first their respective schedule** of demonstration teaching and comparative assessment with the HRMO **as unscheduled walk-in evaluation and teaching demonstrations are discouraged, unless for valid cause and with prior written approval of the HRMPSB;**
- Be **on-time** and be in appropriate **corporate and/or practice-teaching uniform whichever is available and practicable**, during the Behavioral Events Interview (BEI);
- Prepare **Detailed Lesson Plan** during the Classroom Observation/ Teaching Demonstration for Classroom Observable Indicators (COI). The applicant is encouraged **NOT to bring** heavy and cumbersome instructional/visual aide devices (i.e., overhead projectors, laptops etc.) and find more practicable and cost-effective alternatives which may help applicants during the demonstration teaching, **as the safekeeping of said**

devices brought within the premises of the Division Office shall be the sole responsibility of the applicant.

3. Attached to this memorandum are the designated members of the **HRMPSB Sub-Committee Members Evaluators and Classroom Observers for Teacher I Position** who shall be tasked with conducting and facilitating the conduct of the Scheduled of Demonstration Teaching and Weight Allocation for Comparative Assessment (One-Stop-Shop) for Applicants For Teacher I Position.
4. This memorandum shall serve as **Travel Authority**, and the **same shall be considered as a regular duty and shall be treated with utmost priority**, in compliance with item 94 of DepEd Order No 19, s. 2022 or the *Department of Education Merit Selection Plan*.
5. Likewise to ensure attendance of the Members of the HRMPSB Sub-Committee Evaluators please be reminded that **one-day before and one day after travel time shall only be allowed for travels to and from island municipalities of Biri, Capul and San Vicente and pacific towns of Gamay, Mapanas and Lapinig** as per item 2 (a)(i) of Division Memorandum 123 s 2023 or the *Division Office Policy on Processing of Financial Claims for Traveling Expenses for Local Travels*.
6. For your information and strict compliance


GAUDENCIO C. ALJIBE, JR, CESO VI
Schools Division Superintendent

Enclosure No. 1

THE DIVISION EVALUATION AND SELECTION PROCESS
(One-Stop Shop/On-the-Spot Evaluation System)

Enclosure No. 2

HRMPSB Sub-Committee Members Evaluators for Teacher I Position

Enclosure No. 3

SCHEDULE OF PPST CLASSROOM OBSERVER/EVALUATORS
for Classroom Observable Indicator (COI)

Enclosure No. 1

**THE DIVISION EVALUATION AND SELECTION PROCESS
(One-Stop Shop/On-the-Spot Evaluation System)**

**FIRST STOP - APPRAISAL OF DOCUMENTS
(Catarman I Gym)**

1. Applicant approaches the table of the secretariat and registers his/her name on the Registration Form and gets his/her Evaluation Sheet indicates his/her personal information in verified Application Code.
2. He/she then proceeds to the appraisers for the evaluation of his/her documents under Education, Training, Experience, LET/PBET/LEPT Rating, PPST Classroom Observable Indicators (COI) and PPST Non-Classroom Observable Indicators (NCOI).
3. The evaluator gives the points/ratings earned on the Evaluation Sheet by the applicant in the area evaluated and affixes his/her signature.

SECOND STOP - INTERVIEW, DEMONSTRATION TEACHING, DEMONSTRATION or SKILL

The Applicant, per instruction from the secretariat, may go to any of the following STOPS:

**A. DEMONSTRATION OF SKILLS FOR SPECIALIZED TRAINING
(Catarman I Central School/ Assigned rooms are to be announced)**

1. The applicant proceeds to Catarman I Central School Gym for the Demonstration of Skills and looks for the booth where his/her area of specialization is situated.
2. The applicant presents to the TVL TWG in-charge to appraise the skills demonstration the Evaluation Sheet given by the appraiser of document for specialized training.
3. After the demonstration, the member of the TWG indicates on the Evaluation Sheet the rating obtained by the applicant and affixes his/her signature.
4. The applicant returns to the Bulwagan ng mga Guro and presents the Evaluation Sheet bearing his/her rating and signature of the TWG to the appraiser for specialized training for proper documentation.

**B. DEMONSTRATION TEACHING/ CLASSROOM OBSERVATION
For Classroom Observable Indicators (COI)
(Catarman I Central School/ Assigned rooms are to be announced)**

1. The applicants proceed to the allocated area for his/her district for the Demonstration Teaching and waits for his/her turn.
2. The Division Selection Sub-Committee shall evaluate the applicant's rating for the Demo Teaching using the prescribe rubrics.
3. After the demo teaching, the committee indicates on the Evaluation Sheet the rating obtained by the applicant and the Chairman affixes his/her signature.

C. INTERVIEW (Library Hub Conference Room)

1. The applicant proceeds to the Library Hub for the interview and waits for his/her turn.

2. Applicant shall be rated based on the competencies and standards indicated in DepEd Order No. 007, s. 2023.
3. The HRMPSB shall conduct the interview and evaluates the rating obtained by the applicant.
4. After the interview, the Chair indicates the rating obtained by the applicant on the Evaluation Sheet and affixes his/her signature.

D. LAST STOP - CONSOLIDATION OF POINTS
(Bulwagan ng mga Guro)

1. The applicant presents his/her document, together with the Evaluation Sheet, to the Secretariat in-charge to consolidate the total points earned in the different criteria.
2. The secretariat encodes the name of the applicant in the Master list and the total points earned.
3. The applicant, before leaving the Division Office, is requested to sign on the Evaluation Form his/her attestation of the result of the Evaluation and Selection Process.

Enclosure No. 2

HRMPSB Sub-Committee Members Evaluators for Teacher I Position

CRITERIA	Team Leader	Members
Education	HRMO	Personnel Unit Staff
Training	ELNA ENANO	ROBERTO ORIAS PETER R. BOBILES PEPITO SALDO
Experience	DIONESIA MERCADER	NESTOR ADA GEROLDO LOBOS
PBET/LET Rating	HRMO	Personnel Unit Staff
PPST Classroom Observation Indicators	<u>For Elementary:</u> ALEX B. REJUSO (San Vicente, Victoria and San Isidro)	PETRONILO PANIS LENORE SALOR MARIBEL FORMARAN GEANA LINGLING
	OMAR O. TY (Capul, San Antonio and Allen)	ANECITA B. MARZOL FE AGATON DENMARK FERNANDEZ AGUSTIN ESTINOPO
	FELIX J. LADEÑO (Lavezares, Biri, Rosario and San Jose)	MARIVIC ESTAVILLO EDELMA BLASQUILLO ERMA PARINA ELEANOR BIDO ALLAN ACEDERA
	MANUEL I. LIPATA (Lope de Vega and Catarman)	MARY JANE AGUIRRE MARLO LONGCOP RUTH CAPAZ BRENDA VILLADOLID ARNIO SALUDARIO ELENA FLORES ALMA SOLAYAO
	EMILY M. ADRAYAN (Mondragon and Silvino Lubos)	NIMFA MAGPAYO ZORAIDA BULOSAN VENUS VILLADOLID LUCIO LOBOS
	MYRA L. BATO (San Roque, Pambujan, Laoang III & V)	ROSALYN A. SOSING ESTHER DELA CRUZ ARNOLDO ROSALES MERIAM REYES JANNETTE A. CERBITO
	ISAGANI LICAS (Catubig I-III, Las Navas I-III)	CARLOS BALANQUIT MARLON DE ASIS DIONESIO NUEVA MARITES MAHINAY ELVIRA SUBIAGA ARNEL PAJARES
	LUCILA R. BALONDO (Bobon, Laoang I, II, IV, Palapag I & II)	RACQUEL PERFAS EPIGENIA PO SILVANO PINCA EDILBERTO POSO CECILIA DORIA FRANCISCO BOTAIRE

	<p>NELIDA M. LOBOS (Palapag III, Mapanas, Gamay I, II, Lapinig)</p>	<p>ROBERTO GALONO LIZA ENGO MARIALITA ORIO MAIRATERESITA URBANO RICO BALADAD</p>
	<p><u>For Junior HS:</u> LUCILA R. BALONDO (TLE)</p>	<p>CESAR TORRES RUEL CASTILLO REYNALDO BANJAWAN</p>
	<p>ALEX B. REJUSO (Araling Panlipunan)</p>	<p>MARIFE BULAWAN VINA ROMANCE</p>
	<p>MYRA BATO (Filipino)</p>	<p>CRISTINA GIRAY</p>
	<p>OMAR O. TY (MAPEH)</p>	<p>CARLOS BALANQUIT ROSALIA MAGHANOY</p>
	<p>MANUEL I. LIPATA (Mathematics)</p>	<p>VILLAJEAN AVILA LUISITO FRAGA</p>
	<p>FELIX J. LADENO (English)</p>	<p>EMMA MERINO GRETTA ADORA</p>
	<p>NELIDA LOBOS (Science)</p>	<p>NIMFA SANICO OSTINIANO ONGSOTO</p>
	<p>EMILY ADRAYAN (EsP)</p>	<p>JOEY TADEO ODETTE ACEDERA</p>
	<p><u>For Senior HS:</u></p>	
	<p>NELIDA M. LOBOS (STEM)</p>	<p>EMILY M. ADRAYAN ROBERT GALONO RODEL ESTRELLADO</p>
	<p>FELIX J. LADENO (HUMSS)</p>	<p>JOHN DELORINO MELCA PERU LUCIO LOBOS RAMON LOBOS MICHELLE PROBADORA</p>
	<p>MANUEL I. LIPATA (ABM)</p>	<p>ARNIO SALUDARIO GEORGE PINCA GARRY VACUNAWA</p>
	<p>LUCILA R. BALONDO (TVL)</p>	<p>ISAGANI E. LICAS RHEA BALLETA MARIA TERESA BADILLA VENANCIO ALBASIN LEONIDA LONGCOP</p>

PPST Non-Classroom Observable Indicators	<p>Group 1: REY F. BULAWAN ASDS</p> <p>Group 2: NOE M. HERMOSILLA SGOD Chief</p> <p>Group 3: SYLVIA D. VILLANUEVA CID Chief</p>	<p>MANUEL I LIPATA LUCILA R. BALONDO</p> <p>NELIDA LOBOS OMAR TY EMILY M. ADRAYAN</p> <p>FELIX J. LADENO MARIBEL FORMARAN ISAGANI E. LICAS</p>
HRMPSB Secretariat Team/Encoder	<p>FRANCIS RICO TOBES EUNICE COSTA EDILBERTO LOBINO JAY FRANCIS CAHUSAY MARIANNE ALERIA RAUL MATIAS TONOG</p>	
TWG	HR Staff, CID Staff, & ASDS Staff	

Enclosure No. 3
SCHEDULE OF PPST CLASSROOM OBSERVER/EVALUATORS
for Classroom Observable Indicator (COI)

Elementary	Senior High School	Junior High School
April 21, 2025 ALEX REJUSO FELIX LADEÑO PETROLINO PANIS LEONOR SALOR GEANA LINGLING MARIBEL FORMARAN MARIVIC ESTAVILLO EDELMA BLASQUILLO ERMA PARINA ELEONOR BIDO ALLAN ACEDERA	April 28-29, 2025 HUMSS FELIX LADEÑO LUCIO LOBOS RAMON LOBOS MICHELLE PROBADORA JOHN DELORINO Atty. MELCA PERU	May 5, 2025 MATH & TLE MANUEL LIPATA LUCILA BALONDO VILLAJEAN AVILA LUISITO FRAGA CESAR TORRES RUEL CASTILLO REYNALDO BANJAWAN
April 22, 2025 EMILY ADRAYAN MYRA BATO NIMFA MAGPAYO ZORAIDA BULOSAN VENUS MALOBAGO LUCIO LOBOS ROSALYN SOSING ESTHER DELA CRUZ ARNOLDO ROSALES MERIAM REYES JANNETTE CERBITO	April 30, 2025 TVL LUCILA BALONDO ISAGANI LICAS RHEA BALLETA MARIA TERESA BADILLA VENANCIO ALBASIN LEONIDA LONGCOP	May 6, 2025 TLE LUCILA BALONDO CESAR TORRES RUEL CASTILLO REYNALDO BANJAWAN ODETTE ACEDERA
April 23, 2025 OMAR TY LUCILA BALONDO ANECITA MARZOL FE AGATON DENMARK FERNANDEZ AGUSTIN ESTINOPO RACQUEL PERFAS EPIGENIA PO SILVANO PINCA CECILIA DORIA FRANCISCO BOTAIRE	May 2, 2025 STEM & ABM MANUEL LIPATA NELIDA LOBOS EMILY ADRAYAN ROBERT GALONO RODEL ESTRELLADO ARNIO SALUDARIO GEORGE PINCA GARY VACUNAWA	May 7, 2025 AP & ESP ALEX REJUSO MARIFE BULAWAN VINA ROMANCE EMILY ADRAYAN JOEY TADEO
April 24, 2025 MANUEL LIPATA CARLOS BALANQUIT MARLON DE ASIS DIONESIO NUEVA MARY JANE AGUIRRE MARLO LONGCOP RUTH CAPAZ BRENDA VILLADOLID ARNIO SALUDARIO ELENA FLORES ALMA SOLAYAO		May 8, 2025 MAPEH & Science OMAR TY CARLOS BALANQUIT ROSALIA MAGHANOY NELIDA LOBOS NIMFA SANICO OSTINIANO ONGSOTTO
April 25, 2025 NELIDA LOBOS ISAGANI LICAS MARITES MAHINAY ELVIRA SUBIAGA ARNEL PAJARES EDILBERTO POSO ROBERTO GALONO LIZA ENGO MARIALITO ORIO MARIA TERESITA URBANO RICO BALADAD		May 9, 2025 English & Filipino FELIX LADEÑO MYRA BATO EMMA MERINO GRETТА ADORA CRISTINA GIRAY