



September 24, 2025

DIVISION MEMORANDUM  
No. 573 , s. 2025

**SCHEDULE, VENUE AND OTHER RELEVANT INFORMATION REGARDING  
THE COMPARATIVE ASSESSMENT OF APPLICANTS FOR  
RECLASSIFICATION OF TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To facilitate the comparative assessment of qualified applicants for reclassification of teaching positions, this Office disseminates the following relevant information:

**GENERAL:**

a. Comparative assessment activities shall be conducted from October 1 to October 10, 2025. It will be done by teaching position starting with Teacher II and ending with Master Teacher III. **Qualified** applicants will be notified by the Secretariat as to schedule and venue through phone call and SMS.

b. Document evaluation, demonstration teaching, portfolio annotation, and behavioral events interview shall be conducted at the central school for elementary and the nearest high school for secondary in the district. Host School Heads are requested to prepare a fitting venue and needed equipment for each of the activities.

c. The Secretariat is tasked to provide each member of the Sub-committee *Increments Table and Rubrics for Computation of Points for Education, Training and Experience* and *Classroom Observation Tools and Forms* and *Non-Classroom Observable Indicators Tools and Forms* which can be accessed through <https://bit.ly/AnnexesRSAHigherTeaching>. Assessors are expected to study these forms and tools in advance.

d. To ensure transparency in the process and results of the assessment, an Open Ranking System shall be adopted wherein applicants or subset of applicants are present to witness the actual evaluation for which the scores of all applicants present thereat shall be disclosed to all attendees.

e. Points earned by applicants in each criterion shall be written in the **Reclassification Form for Teaching Positions (RFTP)**.

### **ON DEMONSTRATION TEACHING:**

- a. There shall be **2-3 observers** who will conduct classroom observation. They must not be related to the applicant within third degree of consanguinity or affinity.
- b. Classroom observation shall be done in an **actual classroom setting** with learners.
- c. Applicants shall prepare a **one-period detailed lesson** plan on their respective field of specialization based on identified PPST indicators for the position applied for using the template suggested in DepEd Order No. 42, s. 2016. The lesson plan should be on any Most Essential Learning Competency for **Week 1 of October**. The lesson plan should showcase applicants' instructional material innovation, effective teaching techniques, and mastery of subject area, among others. A copy of the lesson plan shall be handed every observer before the actual teaching happens.
- d. Demonstration teaching shall be done in **15 minutes** highlighting only the most important parts of the lesson plan.

### **ON PORTFOLIO ASSESSMENT AND BEI:**

- a. There shall be **2-3 assessors** who will assess the applicant's demonstration of NCOIs through the Portfolio Annotation Form and BEI. They must not be related to the applicant within third degree of consanguinity or affinity.
- b. On the scheduled day of **Portfolio Annotation**, applicants will be gathered in a room. They will receive their application folders containing NCOI MOVs from the proctors. They shall also be given blank Portfolio Annotation Form (PAF). For one hour, applicants shall accomplish the PAF on the spot. The submitted portfolio containing the applicant's MOVs shall be the basis of their annotations. The assessors are given discretion in the selection of proctors.
- c. Applicants who fail to submit MOVs for any NCOIs shall automatically get a rating of zero for the portfolio assessment component for the particular NCOI with no MOV/s, without precluding the applicant to undergo BEI.
- d. During the BEI, the assessors shall validate the applicants' responses in the PAF to further assess the demonstration of the NCOIs. It may also be used to collect complete and detailed information about the applicant and verify their credentials. The applicants' potential, characteristics or traits, and fitness shall be assessed through the interview.
- e. The interviewers shall use the STAR (Situation-Task-Action-Results) approach to validate whether the key behaviors that are linked to the required competencies have been exhibited by the applicant.

2. For queries and clarification, you may contact Jayvy C. Vegafria, HRMPSB Chair at mobile number 09364739395.
3. This Office directs the immediate and wide dissemination of this Memorandum.

**EDWIN R. MARIBOJOC, EdD, CESO V**  
Schools Division Superintendent *jk*

Encl.: None

Reference: None

To be indicated in the Perpetual Index

under the following subjects:

POLICY

RECLASSIFICATION

SUB-COMMITTEE

TEACHERS

JCV/DM – Schedule and Venue of Demonstration Teaching and Portfolio Annotation and Other Relevant  
Information on the Comparative Assessment for the Reclassification of Positions  
September 24, 2025



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