



Republic of the Philippines  
Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of Schools Division Superintendent

January 22, 2025

**DIVISION MEMORANDUM**

No. 96, s. 2025

**DIVISION ROLL-OUT ON ASSESSORS' TRAINING DEEPENING ON CLASSROOM  
OBSERVATION AND PORTFOLIO ASSESSMENT**

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Head of Public Elementary and Secondary Schools  
All Other Concerned

1. Executive Order (EO) No. 174, s. 2022, titled "*Establishing the Expanded Career Progression System for Public School Teachers and its Implementing Rules & Regulations (IRR)*" emphasize the Department of Education's commitment in promoting the professional growth and career advancement for public school teachers. It establishes a structured framework for career progression within the basic education system, aligning advancement with required qualifications and professional standards.
2. To support the implementation of the Expanded Career Progression (ECP) System, the Division Human Resource Management Personnel Selection Board (HRM-PSB) of the Schools Division of Dapitan City shall conduct a Division Roll-out on Assessors' Training & Deepening on Classroom Observation and Portfolio Assessment on January 28-30, 2025 in Bajamunde Farms Pension, Dapitan City.
3. These sessions will focus on Assessors Training and the Deepening of Classroom Observation and Portfolio Assessment, aiming to create a pool of skilled assessors across all Districts of Dapitan City Division. The training will enhance participants' competencies in teacher assessment based on the Philippine Professional Standards for Teachers (PPST) and ensure the effective implementation of the ECP System.
4. At the end of the DTOT, the participants are expected to have:
  - a. Discussed the Standards - based career progression system, teacher reclassification and promotion process, assessors' program, and their duties and responsibilities as assessors;
  - b. Applied the varied assessment techniques for teacher reclassification and promotion, to include document review, classroom observation, portfolio assessment, interview; and
  - c. Crafted a District Implementation Plan (DIP) in the conduct of Classroom Observation & Portfolio assessments.
5. The following is the Composition of Division Sub-Committees per district.

OSDS-SDS-TA-2025



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Department of Education  
Division of Dapitan City  
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Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

**a. SULANGON DISTRICT**

Chairperson: ELSA Q. ARANAS - PSDS  
Vice – Chair: LUNA LUZ B. RACHO– EPS  
Members: ERNA C. GASATAN  
ELBERT A. PON  
PACITA E. BALLADARES

Secretariat: LOVE ABELO

**b. DAPITAN CITY CENTRAL DISTRICT**

Chairperson: JOY I. CAGBABANUA – PSDS  
Vice-Chair: PERGA A. CADIENTE – EPS  
Members: BELEN R. TALIC  
NELIA P. TANGCALAGAN  
JUVY PESTANAS

Secretariat: ANNA LEE A. SOLATORIO

**c. BARCELONA DISTRICT**

Chairperson: RIZA DABODA – PICD  
Vice – Chair: BOBBIE E. GURABOT - EPS  
Members: ANISOL M. PATANGAN  
OFELIA A. CABANLIT  
JEROME GALOTA

Secretariat: SHELVA L. CARPETANOS

**d. BAYLIMANGO DISTRICT**

Chairperson: JIMMY B. GAHUMAN – PSDS  
Vice – Chair: ESMERALDA A. BAGAIPO - EPS  
Members: LIEZL Y. OMBAY  
GENELYN M. DABODABO  
KRISTINE B. PON

Secretariat: JANET O. CADANO

**e. POTUNGAN DISTRICT**

Chairperson: JOSE C. OVERA – PICD  
Vice-Chair: JEPHONE P. YORONG – EPS  
Members: CAMILA JEANETTE J. DEBALOY  
JOCELYN E. ACORIN  
GEMMALYN O. RUIZ

Secretariat: MARILOU S. CAGBABANUA

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**SECONDARY**

**NORTH CLUSTER**

Chairperson: LINDO O. ADASA – EPS  
Vice-Chair: ALLAN D. BENDANO  
Members: MARILOU B. MONDING  
WENY P. AMORES  
CLARENCO A. ELUMBA

Secretariat: JULIE ANN G. LACAY

**SOUTH CLUSTER**

Chairperson: JOFFREY MALANA  
Vice-Chair: JERRY PERONG - EPS  
Members: JR SIGMED JOSEPH B. SAGUIN  
REY JATICO  
RIZA PENASO

Secretariat: ALOHA R. LEAR

6. All participants are expected to bring their laptops, as some part of the activity will be done electronically. Bringing a personal extensions cord is not mandatory but ideal.
7. Expenses involved during the conduct of said activity to cover meals and transportation of the Sub – Committees shall be charged against school MOOE / Local Funds subject to the usual budgeting, accounting, and auditing rules and regulations.
8. For your information and guidance.

**FELIX ROMY A. TRAIMBULO, CESO V**  
Schools Division Superintendent

OSDS-SDS-TA-2025



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