



March 31, 2025

**Division Memorandum**

No. 87, s. 2025

**TRAINING ON DO 020, S. 2024 AND DO 021, S. 2024:  
STRENGTHENING CLASSROOM OBSERVATION, PORTFOLIO ASSESSMENT  
AND CAREER PROGRESSION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors ) SGOD, CID  
Public Schools Division Supervisors  
Education Program Supervisors  
Legal Officer  
School Principals  
Head Teachers  
Master Teachers  
Administrative Officers  
Administrative Assistants  
Administrative Aides  
This Division

- In line with the Department of Education's continuous effort to enhance the professional growth of our educators, an activity titled "**Training on DepEd Orders No. 020, s. 2024 and No. 021, s. 2024: Strengthening Classroom Observation, Portfolio Assessment, and Career Progression**" will be conducted. The training is designed to strengthen teacher evaluation systems, support professional growth, and facilitate career progression.
- This training has the following details:
  - Objectives:**
    - Align teaching practices with updated policies to support career advancement and maintain quality education.
    - Enhance teachers' skills in implementing effective classroom observation and portfolio assessment strategies for professional growth; and
    - Demonstrate understanding the key provisions of DO 020, s. 2024 and DO 021, s. 2024 concerning classroom observation, portfolio assessment, and career progression.
  - Date and Venue**  
Date: April 21-23, 2025  
Time: 7:00 AM  
Venue: Athena's Garden, Bahada, Dao, Pagadian City
- Expenses for meals, snacks, and supplies for Division Office personnel shall be charged against the Division MOOE while those of the teachers shall be charged against school local funds in accordance with the usual accounting and auditing rules and procedures.
- For further inquiries, kindly contact HRMO Carlos M. Fuerzas Jr.,
- For immediate dissemination and guidance of all concerned.

**DANNY B. CORDOVA, EdD, CESO V**  
Schools Division Superintendent

Encls.: List of identified participants  
Matrix of Activities

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**Department of Education**  
Region IX, Zamboanga Peninsula  
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Enclosure A – List of Identified Participants / Speakers / PMTs: DM 87, s. 2025

NAME	POSITION
1. DANNY B. CORDOVA, EdD. CESO V	SCHOOLS DIVISION SUPERINTENDENT
2. JUDITH V. ROMAGUERA, EdD. CESO VI	ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
3. SANNY BOY ASIM	EDUCATION PROGRAM SUPERVISOR
4. MA. DIOSA Z. PERALTA	CHIEF EDUCATION SUPERVISOR - CID
5. IVY J. ESTADILLA	ADMINISTRATIVE OFFICER V
6. CARLOS M. FUERZAS JR	ADMINISTRATIVE OFFICER IV
7. DIVINE GRACE O. BALUYOT	ADMINISTRATIVE OFFICER II
8. DYAN ANGEL R. SALABIT	ADMINISTRATIVE ASSISTANT II
9. CARL JUN D. CENIZA	ADMINISTRATIVE AIDE VI
10. SHERILYN C. BERAME	ADMINISTRATIVE AIDE VI
11. NORJIN MAE ALONZO	ADMINISTRATIVE ASSISTANT III
12. JUDITH MIRASOL A. DAAN	ADMINISTRATIVE OFFICER II
13. THERESE ANGELIE CAMACHE	LEGAL OFFICER
14. JUANITA N. CANTILA JR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
15. RAQUEL R. YAP	PUBLIC SCHOOLS DISTRICT SUPERVISOR
16. MA. THERESA C. TARRANZA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
17. JANET NEGOSO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
18. CYNTHIA ROSE CARTOJANO	EDUCATION PROGRAM SUPERVISOR
19. JOCELYN T. PEREZ	PUBLIC SCHOOLS DISTRICT SUPERVISOR
20. THAIS A. TARDO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
21. ALELEN ZINNIA A. PANCHO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
22. EMIE T. ARUELO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
23. BERNARDINO E. ALVIAR, JR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
24. LUDY P. DETALLA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
25. PEDRITA H. BALDOZA	SCHOOL PRINCIPAL-III
26. LENIE P. MARQUEZ	SCHOOL PRINCIPAL-IV
27. CHRISTINA PAROT	SCHOOL PRINCIPAL-III

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28. FE A. BIBANCO	SCHOOL PRINCIPAL-IV
29. CRISANTA C. YCOT	SCHOOL PRINCIPAL-I
30. HERWENA R. ALCOSEBA	SCHOOL PRINCIPAL-IV
31. ELMER S. GALANG	SCHOOL PRINCIPAL-I
32. FE M. BUTAC	SCHOOL PRINCIPAL-III
33. GALLEGOS, AGUSTIN DEO	SCHOOL PRINCIPAL-IV
34. MARILYN L. AMORES	SCHOOL PRINCIPAL-IV
35. ANNABELLE B. ESPAÑOL	MASTER TEACHER I
36. MA. CRISTY L. YU	MASTER TEACHER III
37. JANICE MAY A. YU	HEAD TEACHER II
38. MA. THERESA LARA	HEAD TEACHER IV
39. SARAH B. DELEGERO	MASTER TEACHER III
40. MAY JUDISER C. SURALTA	MASTER TEACHER I
41. MIRA D. RAMOS	MASTER TEACHER III
42. AMY C. LALICAN	MASTER TEACHER II
43. CHARISA D. MALINAO	MASTER TEACHER I
44. ELVIE G. PABAYO	MASTER TEACHER II
45. LYNDELOVE A. LAGDAMIN	HEAD TEACHER III
46. LAVERNE S. TARROZA	EDUCATION PROGRAM SPECIALIST-II
47. LOCKE D. JUSAY / CARLO B. CELAJES	SENIOR EDUC. PROGRAM SPECIALIST/ EDUCATION PROGRAM SPECIALIST-II
48. NEDIE L. TO	NURSE-II
49. LESHIERY V. VALENCIA	ADMINISTRATIVE ASSISTANT-III
50. JAYSON P. CALUNSAG	JOB ORDER
51. JEFERSON M. AGAC-AC	ADMINISTRATIVE ASSISTANT-I

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Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City



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Enclosure B – Matrix of Activities

Time	Topic
<b>Day 1 – April 21, 2025</b>	
7:00 – 7:30	Registration
7:30-8:30	Opening Program
8:30 – 8:45	Pre-Training Assessment/ Pretest
8:45 -9:30	<b>Session 1:</b> Teacher Development Framework <b>Antonio Ganub</b>
9:30-9:45	<b>HEALTH BREAK</b>
9:45-11:45	<b>Session 2:</b> Overview of the Expanded Career Progression Policy and the Assessors Program <b>Antonio Ganub</b>
11:45- 12:45	LUNCH
12:45- 1:00	Energizer
1:00- 2:00	<b>Session 3a:</b> Procedures and Requirements for Reclassification <b>Carlos Fuerzas</b>
2:00-2:15	<b>Health Break</b>
2:15-3:15	<b>Session 3b:</b> QS (new) and Performance Requirements <b>Carlos Fuerzas</b>
3:15-4:40	<b>Session 4:</b> ETE and Performance (Chapters 2 & 3) Workshop 1 a: Simulation of ETE and Performance Computation using sample application documents <b>Antonio Ganub</b>
4:40-5:00	QAME
<b>Day 2 - April 22, 2025</b>	
7:30-8:00	Energizer
8:00-9:00	<b>Session 5:</b> Introduction to PPST and Presentation of Indicators (COIs and NCOIs) <b>Lyndelove Lagdamin</b>
9:00-9:15	<b>Health Break</b>
9:15 – 11:45	<b>Session 6:</b> Assessing the Demonstration of Classroom Observable Indicators <b>Zyrhine Mayormita</b>
11:45-12:45	<b>LUNCH</b>
12:45-1:00	<b>Energizer</b> (MOL)
	<b>Session 7:</b> Assessing the Demonstration of the Non-Classroom Observable Indicators <b>Antonio Ganub</b>
1:00 – 2:30	<b>Health break</b>
2:30-2:45	<b>Session 8:</b> Behavioral Events Interview
2:45-4:30	Workshop 4a: Scenario- based workshop on BEI Workshop 4b:

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	Processing
	<b>Zyrhine Mayormita</b>
4:30-4:45	Post Training Assessment
4:45-5:00	QAME
<b>Day 3 - April 23, 2025</b>	
7:30 -8:30	Energizer/ short recap from the 2-day training (MOL)
8:30 -11:45	Orientation on D.O 020, s. 2024 or Recruitment, Selection and Appointment to Higher Teaching Positions <b>Romeo Daligdig</b>
9:15- 9:20	<b>Health break</b>
11:45-12:45	<b>LUNCH</b>
12:45-1:00	Energizer (MOL)
1:00-2:30	Orientation on D.O 021,2. 2024 or Amendment to D.O 007, s. 2023
2:30 -2:45	<b>Health Break</b>
2:45-3:00	QAME
3:00 -5:00	Closing Program Giving of Certificates

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