



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**MEMORANDUM**  
No. 082, s. 2025

FEB 18 2025

**WORKSHOP ON THE DEVELOPMENT OF PROFESSIONAL LEARNING  
RESOURCES FOR RPMS-PPST CLASSROOM OBSERVERS ACROSS  
LEARNING AREAS**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operation  
Division  
Elementary and Secondary Public School Heads/OICs  
All Others Concerned

1. This Office announces the conduct of the above-captioned activity which schedule and venue is to be announced.
2. Attached is the Regional Memorandum No. 130, s. 2025 from Dir. Jocelyn DR Andaya, Regional Director-NCR dated February 3, 2025 and the list of Participants
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:  
WORKSHOP                      LEARNING RESOURCES

FCM/Memo – **WORKSHOP ON THE DEVELOPMENT OF PROFESSIONAL LEARNING  
RESOURCES FOR RPMS-PPST CLASSROOM OBSERVERS ACROSS LEARNING AREAS**

082 February, 2025

NUM-2025-082



🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City  
☎ (02) 805-9935, (02) 805 - 9940  
✉ [sdomuntinlupa@gmail.com](mailto:sdomuntinlupa@gmail.com)





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
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**PARTICIPANTS**

- |     |                             |   |                        |
|-----|-----------------------------|---|------------------------|
| 1.  | Dr. Ma. Myra E. Namit       | - | PSDS                   |
| 2.  | Dr. Evangeline M. Aman      | - | PSDS                   |
| 3.  | Dr. Ma. Carmen D. Solayao   | - | EPS-English            |
| 4.  | Ms. Mariel Eugene L. Luna   | - | EPS- AP                |
| 5.  | Dr. Eric F. Fungo           | - | PSDS                   |
| 6.  | Ms. Juliet Jajalla          | - | FAES MT (Kindergarten) |
| 7.  | Mr. John Eric P. Musni      | - | MES MT (English)       |
| 8.  | Ms. Maribel Sulse           | - | AES MT (EsP)           |
| 9.  | Ms. Ranah Jill Q. Benzulano | - | PEDHS MT (English)     |
| 10. | Dr. Daisy Delos Santos      | - | MNHS MT (Science)      |
| 11. | Dr. Evelyn P. Chavez        | - | MBHS HT (Mathematics)  |
| 12. | Mr. Jayson B. Alvaro        | - | TNHS MT (TLE)          |
| 13. | Ms. Maria Elena B. Araja    | - | MBHS HT (AP)           |
| 14. | Ms. Nelia G. Abejar         | - | MNHS HT (Filipino)     |



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



February 3, 2025

**REGIONAL MEMORANDUM**

No. 130 s. 2025

**To:** Schools Division Superintendents  
Regional Office Functional Division Chiefs  
Regional Office Units and Section Heads  
All Others Concerned

**WORKSHOP ON THE DEVELOPMENT OF PROFESSIONAL LEARNING  
RESOURCES FOR RPMS-PPST CLASSROOM OBSERVERS  
ACROSS LEARNING AREAS**

1. Pursuant to the implementation of Executive Order (EO) No. 174, s. 2022, which establishes the Expanded Career Progression System for Public School Teachers' corresponding Implementing Rules and Regulations (IRR), this Office through the collaborative efforts of the **Learning Resource Management Section (LRMS)** and **Human Resource Development Division (HRDD)** will conduct the above-stated professional development (PD) activity on **March 5 – 7, 2025** with a venue to be announced through a separate issuance.
2. The PD activity aims to deepen raters' understanding on various Classroom Observable Indicators (COIs), develop professional learning materials that can be utilized as guide in conducting class observation, and provide technical assistance (TA) in linking observation notes with Classroom Observation Tool (COT).
3. To facilitate the smooth conduct of this activities, attention of all concerned is invited in the attached enclosures for specific instructions and requirements, to wit:
  - a. Administrative Notes
  - b. Program Activity Matrix
  - c. List of number of Participants
  - d. Program Management Team



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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4. Selected participants are requested to register through this link: <https://forms.office.com/r/gX55pLYdqk> or QR code below **not later than February 21, 2025.**



5. Training materials, board and lodging, and incidental expenses of the Program Management Team (PMT) and **official participants** shall be charged to OSEC NCR 2024 1852. **Expenses for SDO drivers/chaperones shall be charged to SDO local funds**, subject to the usual accounting and auditing rules and regulations.
6. Participants are entitled to Service Credits/Compensatory Time Off in accordance with DepEd Order No.53,s.2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, in case the activities will fall on weekends, holidays, and work suspension.
7. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure 1. **ADMINISTRATIVE NOTES**

**A. For Schools Division Offices**

**1. Preparation of Video Teaching Demonstration**

Schools Division Offices specifically the Curriculum Implementation Division (CID) are requested to facilitate the submission of a **40 - minute video teaching demonstration** to be submitted on or before **February 27, 2025**. Submission is through [hrdd.ncr.deped.gov.ph](http://hrdd.ncr.deped.gov.ph). Email shall contain the following information and documents:

- Link of the drive where the video demo is uploaded.
- Copy of the DLL
- One paragraph Bio note of the teacher

<b>SUBJECT AREA AND SPECIFIC STRAND ASSIGNMENT PER SDO</b>			
ROOM 1	English (SHS)	Domain 1 (Strand 1.1.3)	SDO Mandaluyong
	Filipino (JHS)	Career Stage 3 (Highly Proficient)	SDO Taguig
ROOM 2	Mathematics (Elem)	Domain 4 (Strand 4.5.2)	SDO Pasay
	Science (JHS)	Career Stage 2 (Proficient)	SDO Makati
ROOM 3	Araling Panlipunan (SHS)	Domain 1 (Strand 1.7.2)	SDO Manila
	Edukasyon sa Pagpapakatao (Elem)	Career Stage 1-2 (Beginning towards Proficient)	SDO Caloocan
ROOM 4	Technology and Livelihood Education (JHS)	Domain 3 (Strand 3.1.2)	SDO Muntinlupa
	MAPEH (SHS)	Domain 2 (Strand 2.6.2)	SDO Malabon
ROOM 5	Edukasyong Pantahanan at Pangkabuhayan (Elem)	Domain 2 (Strand 2.6.2)	SDO Marikina
	MAPEH (JHS))	Domain 2 (Strand 2.6.2)	SDO Quezon City
		Career Stage 2 (Proficient)	



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

ROOM 6	Reading (Elem)	Domain 2 (Strand 2.4.2) Career Stage 1-2 (Beginning towards Proficient)	SDO Paranaque
	Makabansa (JHS)	Domain 3 (Strand 3.2.3) Career Stage 3(Highly Proficient)	San Juan
ROOM 7	Reading (Kinder)	Domain 2 (Strand 2.4.2) Career Stage 1-2 (Beginning towards Proficient)	SDO Navotas
	Makabansa (Elem)	Domain 3 (Strand 3.2.3) Career Stage 3(Highly Proficient)	Las Pinas
ROOM 8		Domain 5 (Strand 5.3.2) Career Stage 1-2 (Beginning towards Proficient)	SDO Valenzuela <b>Alternative Learning System (ALS)</b>
		Domain 2 (Strand 2.3.2) Career Stage 2 (Proficient)	SDO Pasig <b>Special Needs Education (SNED)</b>

**B. For Technical Working**

The technical working group is composed of the following:

- Recourse persons
- Learning Facilitators
- Monitoring and Evaluation Manager
- Technical Managers (Content and Program Design)
- Secretariat
- Documenters
- Communication Managers
- Script Writers
- Production Managers
- Video Editors

Members of the TWG are expected to attend and participate in the coordination meeting on the following schedules listed below.



6 Misamis St., Bago Bantay, Quezon City  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>



Certificate No. PHIP QMS  
 24 93 0193



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

<b>DATES</b>	<b>AGENDA</b>	<b>MODALITY</b>
February 10, 2025	-Tasking/Delegation -Finalization of program activity matrix -Preparation of pre and post test -Preparation of materials -Presentation of Slide deck layout -Program invitation	<b>Virtual</b>  <a href="https://rb.gy/wp8pct">https://rb.gy/wp8pct</a>
February 15, 2025 (Saturday) or February 17, 2025 (Monday)	<b>Learning Convergence</b> -Revisiting COIs -Mechanics of the breakout sessions -Breakout Room Assignment and learning area	Face-to-face Whole day
February 28, 2025	<b>-Viewing of video materials</b>	Hybrid
February 11, 2025- March 7, 2025	<b>Script Writing</b>	Hybrid and face-to-face
March 8, 2025 March 15, 2025 March 22, 2025	<b>Video Production</b>	Regional Office

### C. For Participants

All participants are enjoined to observe and be informed of the following:

1. The pre-registration is required to be accomplished on or before **February 21, 2025.**
2. Upon arrival at the venue, all participants are also requested to register and sign the attendance sheet at the registration booth on Day 1, March 5, 2025 (Wednesday).
3. It is also important to note that certificates of participation shall **ONLY** be given to those who meet the following criteria:
  - a. Accomplished the pre-registration form
  - b. Answered Pre and post test result
  - c. Accomplished daily QAME
  - d. Attended the entire duration of the training
4. Instructions regarding room assignments and function room will be given at the venue.



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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**5. Meals**

Day/Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner
March 5		/	/	/	/
March 6	/	/	/	/	/
March 7	/	/	/	/	

**6. Attire**

Everyone is advised to wear comfortable clothing throughout the duration of the training.

**7. Things to bring**

We encourage everyone to bring their personal stuff and items such as medications and other health-related maintenance. Bringing of laptops and extension cords are also welcome.

**8. Miscellaneous**

For administrative arrangement concerns, you may contact Rhea B. Eden at 0917-735 8913



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure 2. **Indicative Program Activity Matrix**

**WORKSHOP ON THE DEVELOPMENT OF PROFESSIONAL LEARNING  
RESOURCES FOR RPMS-PPST CLASSROOM OBSERVERS ACROSS LEARNING  
AREAS**

**March 5-7, 2025**

<b>TIME</b>	<b>ACTIVITY</b>	<b>Resource Speaker Facilitator</b>
<b>Day 01-March 5, 2025</b>		
10:00 am-11:00 am	Registration and Snacks	TWG
11:00 am-11:30 am	Opening Program <ul style="list-style-type: none"><li>• Nationalistic Song</li><li>• Ecumenical Prayer</li><li>• DepEd Quality Policy Statement</li><li>• Introduction of Participants</li><li>• Inspirational Message</li><li>• Training Objectives</li><li>• Schedule of Activities</li><li>• Training Norms</li></ul>	
11:30 am -12:00 pm	Pre-training Assessment/Pre-test	
12:00 nn-1:30 pm	<b>LUNCH BREAK</b>	
1:30 am- 3:00 pm	Session 1: Promoting Collaborative Expertise (Lesson Study)	
3:00 pm -3:15pm	<b>HEALTH BREAK</b>	
3:15 pm -4:30 pm	Session 2: Revisiting and unpacking the PPST to understand COI	
4:30 pm-4:45 pm	<b>DAILY QAME</b>	
4:45 pm - 5:00 pm	Instructions/Mechanics for Day 2	
<b>Day 02-March 6, 2025</b>		
6:30 am - 8:00:00 am	Breakfast	
8:00 am- 8:30am	<b>Breakout Rooms</b> Opening Program <ul style="list-style-type: none"><li>• Ecumenical Prayer</li><li>• Morning Energizer and Recap</li></ul>	PMT
8:30 am -10:30 am	Session 3: Simulating Differentiated Supervision anchored on PPST as Reference for Technical Assistance <b>Breakout Rooms (First Round)</b> <b>-Viewing and processing</b>	
10:30 am- 10:45 am	Health Break	



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

10:45 am - 12:00 am	Session 3: Simulating Differentiated Supervision anchored on PPST as Reference for Technical Assistance <b>Breakout Rooms (First Round)</b> <b>-Viewing and processing</b>	
12:00 pm - 1:30 pm	Lunch Break	
1:30 pm - 3:30pm	Session 3: Simulating Differentiated Supervision anchored on PPST as Reference for Technical Assistance <b>Breakout Rooms (Second Round)</b> <b>-Viewing and processing</b>	
3:30 pm-3:45 pm	Health Break	
3:45 pm- 5:00 pm	Session 3: Simulating Differentiated Supervision anchored on PPST as Reference for Technical Assistance <b>Breakout Rooms (Second Round)</b> <b>-Viewing and processing</b>	
5:00 pm-5:15 pm	Daily QAME and Instructions for Day 2	
<b>DAY 03 – March 7, 2025</b>		
6:30:00 am - 8:00:00 am	Breakfast	
8:00:00 am - 8:30:00 am	<b>Breakout Rooms</b> Opening Program • Opening Prayer • Morning Energizer and Recap	PMT
8:30am - 10:30 am	Session 3: Simulating Differentiated Supervision anchored on PPST as Reference for Technical Assistance <b>Breakout Rooms (Third Round)</b> <b>-Viewing and processing</b>	
10:30 am-12:00 noon	Session 4: Differentiated Supervision for Teacher Development	SDS Sheryll T. Gayola
12:00pm - 1:30pm	Lunch Break and Checkout	
1:30:00 pm - 2:00pm	Closing Program • Synthesis of Sessions • Ways Forward	PMT
	Daily QAME	



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**

**Enclosure 3. Position and list of number of Participants**

All SDOs shall adhere to equal opportunity principle and ensure that all grade levels are represented.

<b>SDO</b>	<b>Position</b>	<b>No. of Pax</b>	<b>TOTAL</b>
SDO Caloocan	ASDS	1	18
	CID Chief	1	
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	6	
SDO Malabon	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	4	
SDO Navotas	ASDS	1	15
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	4	
SDO Valenzuela	Supervisors (EPS & PSDS)	4	12
	Master Teachers (I & II)	4	
	Head Teachers	4	
SDO Pasig	ASDS	1	16
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	5	
SDO Mandaluyong	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
SDO Marikina	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
SDO San Juan	ASDS	1	14
	Supervisors (EPS)	3	
	Master Teachers (I & II)	6	
	Head Teacher	4	
SDO Pasay	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
SDO Manila	ASDS	1	18
	CID Chief	1	
	Supervisors (EPS & PSDS)	6	



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**

	Master Teachers (I & II)	6	
	Head Teachers	4	
SDO Makati	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	4	
SDO Quezon City	ASDS	1	18
	CID Chief	1	
	Supervisors (EPS & PSDS)	4	
	Master Teachers (I & II)	6	
	Head Teachers	6	
SDO Muntinlupa	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
	Head Teachers	4	
SDO Tapat	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
	Head Teachers	4	
SDO Paranaque	CID Chief	1	16
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	6	
	Head Teachers	4	
SDO Las Pinas	ASDS	1	16
	CID Chief	1	
	Supervisors (EPS & PSDS)	5	
	Master Teachers (I & II)	5	
	Head Teachers	4	
Regional Office	Education Program Supervisors	8	8



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

Enclosure 3. **LIST OF PROGRAM MANAGEMENT TEAM**

**Overall Lead:** ASDS Isabelle S. Sibayan

**Overall Program Managers:** Hajji R Palmero, Micah Pacheco, Dennis M. Mendoza

**Overall Learning Manager:** Rhea B. Eden

**Technical Working Group:**

<b>Name</b>	<b>SDO/Office</b>	<b>Position</b>
Ernest Joseph C. Cabrera	SDO Valenzuela	Assistant Schools Division Superintendent
Filmore R. Caballero	SDO Valenzuela /CID	Chief Education Supervisor
Josefino C. Pogoy Jr	SDO San Juan/CID	Chief Education Supervisor
Marco D. Meduranda	SDO Navotas/CID	Chief Education Supervisor
Manuel A. Laguerta	SDO Pasig/CID	Chief Education Supervisor
Victor M. Javeña	SDO Pasig/SGOD	Chief Education Supervisor
Melvin Willy II B. Roque	SDO Valenzuela/CID	Public School District Supervisor
Eloisa F. Ababat	SDO Navotas	Education Program Supervisor English
Wilbert G. Balboa	SDO Navotas	Education Program Supervisor Araling Panlipunan
Archie J. Azucenas	SDO Caloocan/CID	Public Schools District Supervisor
Mary Ann Margaret L. Morden	SDO Caloocan/CID	Public Schools District Supervisor
Cecilia de Ocampo	SDO Navotas	Public Schools District Supervisor
Lilibeth S. Gozo	SDO-Valenzuela Malinta Elementary School	Principal IV
Alvin Patrick Q. Peñaflorida	SDO-Valenzuela/ Vicente P. Trinidad NHS	Principal II
Maria Patricia S. De Vera	SDO Valenzuela Bagbaguin National High School	Principal II



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL CAPITAL REGION**

Lester John A. Cajés	SDO Las Pinás/Las Piñas National High School	Master Teacher II
Neofidel Ignacio B. Ramirez	SDO Manila/Manila Science High School	Master Teacher II
Jinky R. Victorio	SDO -Malabon City Malabon National High School	Master Teacher II
Cyril Santos	SDO Marikina	Master Teacher II
Rowel Molin Fulgar	SDO Valenzuela	Master Teacher II
Martin Wilfredo B. Roque	SDO -Malabon City Malabon National High School	Master Teacher I
Ronnel C. Adani	Ramon Magsaysay High School (SDO Manila)	Master Teacher I
James M. Macaranas	Quality Assurance Division	OIC-Education Program Supervisor
Don Ray V. Salvador	HRDD-NEAP	Education Program Specialist
Nika A. Diaz	HRDD-NEAP	ADA VI
Michaela Antonio	ASD	ADA IV
Adelyn R. Bartolome	SDO-Quezon City, Project 3 Elementary School	Teacher I
Jeanille Joy M. Selva	Ramon Magsaysay High School (SDO Manila)	Teacher II

**INVITED RESOURCE PERSONS**

<b>Name</b>	<b>SDO/Office</b>	<b>Position</b>
Carleen M. Sedilla, CESO V	SDO Quezon City	Schools Division Superintendent
Sheryll T. Gayola, CESO V	SDO Pasig	Schools Division Superintendent