



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**29 Apr 2024**

DIVISION MEMORANDUM  
OSDS No. **070**, s. 2024

**TECHNICAL WORKING GROUP ON THE CONDUCT OF COMPARATIVE  
ASSESSMENT ON PPST NON-CLASSROOM OBSERVABLE INDICATORS (NCOI)  
THROUGH TEACHERS REFLECTION FORM (TRF) FOR TEACHER I APPLICANTS**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Division Memorandum OSDS No. 26 s. 2024 on the **Recruitment and Selection Process for Elementary, Junior High School and Senior High School Teacher I Applicants**, division hereby designates the District/Municipal Subcommittee, proctors, and technical working committee to assist the HRMPSB in conducting the comparative assessment, specifically on the Non-Classroom Observable Indicators (NCOI) through Reflection Form (TRF) on May 5, 2024 and the checking of TRF will be carried out on May 7-8, 2024.
2. The Following shall be the duties and responsibilities
  - a. Assist the HRMPSB in conducting the comparative assessment on NCOI through the Teacher Reflection Form for elementary, Junior High School, and Senior High School teacher-I applicants;
  - b. Ensures compliance with all provisions of DepEd Order No. 007, s. 2023, specifically item number 7 of Enclosure No. 02: PPST Non-Classroom Observable Indicators (NCOI);
  - c. Ensure seamless conduct of TRF of teacher applicants through:
    - i. Communication with the applicants regarding the schedule of the TRF through the HRMPSB Secretariat Subcommittee or the Administrative Officer II;
    - ii. Building Supervisors will be responsible in monitoring the room assignments for Teacher I applicants;
    - iii. A proctor and secretariat will be assigned to discuss the instructions and oversee the TRF process;



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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- iv. A complete set of classroom observation tools, as stipulated in DepEd Order No. 007, s. 2023 such as the Teacher Reflection Form (TRF), will be prepared; and
  - v. Results of PPST-NCOI will be consolidated and submitted to the HRMPSB in coordination with the HRMPSB Secretariat Subcommittee or the Administrative Officer II.
3. The designated proctors will administer the NCOI exam On May 05, 2024, at Libertad NHS and Tupi NHS. The evaluation/checking of the TRF will be conducted on May 7-8, 2024, by the Subcommittee's TRF evaluators at the SDO Conference Hall, Koronadal City.
4. Please be informed, that as per DepEd Order 007, s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", the Head of the Office may designate subcommittees in the school, districts, or offices, as deemed practicable, to assist the HRMPSB in the process of comparative assessment and perform functions as defined by the HRMPSB and shall maintain full responsibility and accountability in the results of the comparative assessment, and therefore, shall be responsible for queries and complaints pertaining to the comparative assessment.
5. Enclosed are the list of HRMPSB district/municipal subcommittee members assigned as TRF evaluators as well as the roster of proctors and technical working committee.
6. Food and travel expenses of the Subcommittees and Administrative Officers II shall be chargeable against School/Division MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
7. For services rendered on Holidays, Saturday and Sunday, all concerned teachers and personnel are entitled to Compensatory Time-off (CTO) or service credits in accordance with Civil Service and DBM Joint Circular No. 2, s, 2004 on Non-Monetary Remuneration for Overtime Service Rendered, or DO 53, s. 2003 on Updated Guidelines on Grant of Vacation Service Credits to Teachers.
8. For more information and inquiries, all concerned may contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.



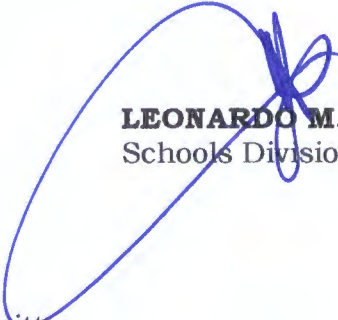
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9. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V** *ff*  
Schools Division Superintendent

Encl.: Division Monitoring Team  
List of Technical Working Committee  
Teacher Reflection Form (TRF) Evaluators

Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- technical working group on the conduct of comparative assessment on  
ppst non-classroom observable indicators (ncoi) through teachers reflection form  
(trf) for teacher i applicants  
0000/April 29, 2024



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Enclosure to DM OSDS No. 070 s. 2024

**DIVISION MONITORING TEAM**

<b>Name</b>	<b>Position</b>
Leonardo M. Balala, CESO V	Schools Division Superintendent
Levi B. Butihen	Assistant Schools Division Superintendent
Cristopher T. Frusa	Chief, SGOD
Hermie M. Jarra	OIC-Chief, CID
Mila A. De Leon	Education Program Supervisor
Jubert E. Jumantoc	Education Program Supervisor
Alex F. Floro	Education Program Supervisor
Roselyn G. Dardo	Education Program Supervisor
Nelida A. Castillo	Education Program Supervisor
Milrose P. Caseres	Education Program Supervisor
Marichu Jean R. Dela Cruz	Education Program Supervisor
Charito P. Duhino	Music Coordinator/Master Teacher II
Zynafe S. Caijo	Education Program Supervisor
Sally A. Jabido	Education Program Supervisor
Ryandel M. Alejandro	Attorney III
Ronald Jim S. Somera	Administrative Officer V
Nerie H. Tresbe	Administrative Officer IV
Arlene L. Albuna	Administrative Officer IV
Lirio P. Espero	Administrative Officer II



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Enclosure to DM OSDS No. 070 s. 2024

**TECHNICAL WORKING COMMITTEE**  
Libertad NHS, Surallah, South Cotabato  
May 5, 2024  
8:00 a.m. – 5:00 p.m.

NO.	NAME	POSITION	TASK	ROOM
1	Salazar, Stephen S.	Principal IV	Host School	
2	Frusa, Roderick T.	Assistant Principal	Host School	
3	Tabale, Maristela T.	Administrative Officer IV	Team Leader	
4	Anoche, Vince F.	Administrative Officer II	Building Coordinator	
5	Ogayco, Giper B.	Administrative Officer II	Building Coordinator	
6	Facura, Cherubim	Administrative Officer II	Building Coordinator	
7	Cerbo, Mishelle	Administrative Officer II	Information Desk/Attendance	
8	Dela Gente, Michelle	Administrative Officer II	Information Desk/Attendance	
9	Copreros Marlyn	Administrative Officer II	Information Desk/Attendance	
10	Tabora, Gay Carla Jean B.	Administrative Officer II	Information Desk/Attendance	
11	Diestro, Francis E.	Administrative Officer II	Logistics	
12	Felicia, Leony S.	Administrative Officer II	Logistics	
13	Sandigan, Khazim B.	Administrative Officer II	Logistics	
14	Caspe, Ma. Jossie Tiffany P.	Administrative Officer II	Secretariat	
15	Tirado, Rovilie F.	Administrative Officer II	Secretariat	
16	Palmes, Irish May C.	Administrative Officer II	Secretariat	
17	Lozada, Cherry T.	Administrative Officer II	Secretariat	
18	Arciaga, Mike	Administrative Officer II	Secretariat	
19	Pillado, Mary Ann S.	Administrative Officer II	Secretariat	



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20	Deli, Dante D.	ADA I	School Facilitator	
21	Carmen, Wilma V.	ADA I	School Facilitator	
22	Atienza, Ella N.	ADA III	School Facilitator	
23	Batobalani, Armie Joy Joven	ADAS II	School Facilitator	
24	Marfil, Ferdinand L.	ADA IV	School Facilitator	
25	Plauta, Cristine	Administrative Officer II	Proctor	01
26	Escora, Sheila Mae J.	Administrative Officer II	Proctor	02
27	Tolondon, Flor Angelie M.	Administrative Officer II	Proctor	03
28	Reyes, Nativity Vanessa U.	Administrative Officer II	Proctor	04
29	Sumonsol, Ali M	Administrative Officer II	Proctor	05
30	Aradanas, Lorelyn A.	Administrative Officer II	Proctor	06
31	Ladot, Pearl Joy F.	Administrative Officer II	Proctor	07
32	Templonuevo, Gelli E.	Administrative Officer II	Proctor	08
33	Landicho, Melanie V.	Administrative Officer II	Proctor	09
34	Deaño, Leah	Administrative Officer II	Proctor	10
35	Ibanez, Joy	Administrative Officer II	Proctor	11
36	Valenzuela Queenie May J.	Administrative Officer II	Proctor	12
37	Quiros, Giselle	Administrative Officer II	Assistant Proctor	01
38	Lama, Antonette Threstine B.	Administrative Officer II	Assistant Proctor	02
39	Solomon, Eda Jane	Administrative Officer II	Assistant Proctor	03
40	Daguro, Debbie Diane G.	Administrative Officer II	Assistant Proctor	04
41	Bañados, Archie Y.	Administrative Officer II	Assistant Proctor	05
42	Arnaiz, Ma. Nessa L.	Administrative Officer II	Assistant Proctor	06
43	Alagao, Sherl-Eve J.	Administrative Officer II	Assistant Proctor	07
44	Yap, Ian Von J.	Administrative	Assistant Proctor	08



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		Officer II		
45	Mendoza, Ma. May A.	Administrative Officer II	Assistant Proctor	09
46	Cofleros, Kristine May G	Administrative Officer II	Assistant Proctor	10
47	Wong, Shirwen S.	Administrative Officer II	Assistant Proctor	11
48	Tamala, Mylene	Administrative Officer II	Assistant Proctor	12



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**TECHNICAL WORKING COMMITTEE**

Tupi NHS, Tupi, South Cotabato

May 5, 2024

8:00 a.m. – 5:00 p.m.

NO.	NAME	POSITION	TASK	ROOM
1	Toribio, Benigno O.	Principal II	Host School	
2	Dela Pena, Jonathan	Assistant Principal	Host School	
3	La Guardia, Desi Nino	Administrative Officer II	Team Leader	
4	Hubero, Omar	Administrative Officer II	Building Coordinator	
5	Carmelo, Alvin G.	Administrative Officer II	Building Coordinator	
6	Ignacio, Reynaldo P.	Administrative Officer II	Building Coordinator	
7	Garferio, Monalisa	Administrative Officer II	Information Desk/Attendance	
8	Jordan, Liezel S.	Administrative Officer II	Information Desk/Attendance	
9	Bersamin-Alquizar, Bona Fe S	Administrative Officer II	Information Desk/Attendance	
10	Vargasa, Meriam	Administrative Officer II	Information Desk/Attendance	
11	Malones, Dexter Ian L.	Administrative Officer II	Logistics	
12	Brinosa, Normie Jun	Administrative Officer II	Logistics	
13	Nur Ali Ampatuan	Administrative Officer II	Logistics	
14	Keith Gella	Administrative Officer II	Secretariat	
15	Pilapil, Junfe Al Mark	Administrative Officer II	Secretariat	
16	Brazil, Emil John C.	Administrative Officer II	Secretariat	
17	Degracia, Leandre Marc M.	Administrative Officer II	Secretariat	
18	Calderon, Loriebe Basio	Administrative Aide VI	Secretariat	
19	Samillano, Shianne May C.	Administrative Assistant III	Secretariat	



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20	Ryan Dela Torre	Administrative Assistant III	Secretariat	
21	Daguplo, Frecilla	Administrative Officer II	Proctor	01
22	Diodina, Rachel Marjorie	Administrative Officer II	Proctor	02
23	Pacifico, Aliah Gille	Administrative Officer II	Proctor	03
24	Mucho, Oscar P.	Administrative Officer II	Proctor	04
25	Magollado, Hazel	Administrative Officer II	Proctor	05
26	Aclao, Rodly Joy C.	Administrative Officer II	Proctor	06
27	Villaroel, Hanelyn	Administrative Officer II	Proctor	07
28	Lañada, Arianne V.	Administrative Officer II	Proctor	08
29	Fulgencio Manilyn Mae	Administrative Officer II	Proctor	09
30	Tenebro, John Lloyd E.	Administrative Officer II	Proctor	10
31	Macatimbol, Nuran Nissah A.	Administrative Officer II	Proctor	11
32	Trabado, Malanio Joseph	Administrative Officer II	Proctor	12
33	Peligro, Japeth Lloyd R.	Administrative Officer II	Proctor	13
34	Mansilla, Cyril	Administrative Officer II	Proctor	14
35	Ardenio, Lynley G.	Administrative Officer II	Proctor	15
36	Recto, Almira	Administrative Officer II	Assistant Proctor	01
37	Jitotowani, Leilane	Administrative Officer II	Assistant Proctor	02
38	Piquero, Lolito M.	Administrative Officer II	Assistant Proctor	03
39	Dilon, Rosalyn	Administrative Officer II	Assistant Proctor	04
40	Sua, Delna Grace Trina	Administrative Officer II	Assistant Proctor	05
41	Tagarda, Tiffany Mae	Administrative Officer II	Assistant Proctor	06



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42	Angot, Nova Gerley	Administrative Officer II	Assistant Proctor	07
43	Suyod, Charina P.	Administrative Officer II	Assistant Proctor	08
44	Soliven, Krys Leandre D.	Administrative Officer II	Assistant Proctor	09
45	Santiago, Rhea Mae F.	Administrative Officer II	Assistant Proctor	10
46	Montances, Carlina II C.	Administrative Officer II	Assistant Proctor	11
47	Calaque, Wyna O.	Administrative Officer II	Assistant Proctor	12
48	Umipig, Roldan	Administrative Officer II	Assistant Proctor	13
49	Manzano, Susan	Administrative Officer II	Assistant Proctor	14
50	Lavilles, Charmagne F.	Administrative Officer II	Assistant Proctor	15



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Enclosure to DM OSDS No. \_\_\_\_\_ s. 2024

**TEACHER REFLECTION FORM (TRF) EVALUATORS**

SDO Conference Hall, Koronadal City

May 7-8, 2024

8:00 a.m.-5:00 pm

Municipality	Name	Designation	Task
Banga	<b>GROUP 1</b>		
	Leonardo G. Dimos	PIC	Chairperson
	Christopher J. Pelayo	Principal-Elem	Member
	Fe M. Pilapil	Principal-Sec	Member
	<b>Group 2</b>		
	Lorna T. Padua	PSDS	Chairperson
	Ruth B. Quinaguran	Principal-Elem	Member
	Joy A. Aguilar	Principal-Sec	Member
	<b>Group 3</b>		
	Maria Vilma H. Somodio	PIC	Chairperson
	Randy D. Contang	Principal-Elem	Member
	Aireen M. Alair	Principal-Sec	Member
Lake Sebu	<b>Group 4</b>		
	John Arnel B. Suscano	PSDS	Chairperson
	Felmar Roy S. Adam	Principal I	Member
	Nomie D. Valencia	Head Teacher II	Member
	<b>Group 5</b>		
	Esteban S. Alvarez	PIC	Chairperson
	Joeffrey C. Chioco	Principal-Elem	Member
Ryan L. Morales	Principal-Sec	Member	
Norala	<b>Group 6</b>		
	Reynita T. Marcelino	PSDS	Chairperson
	Cynthia L. Evangelista	Principal I	Member
	Elvie Villaluna	Principal I	Member
	<b>Group 7</b>		
	Ruperto I. Pilapil	Principal II	Chairperson



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	Ranie F. Madronero	Principal I	Member
	Genie P. Cubita	Head Teacher IV	Member
Polomolok	<b>Group 8</b>		
	Pablo L. Eulatic, Jr.	PSDS	Chairperson
	Lorelyn S. Fabulare	Principal I	Member
	Ruth L. Prudente	Principal I	Member
	<b>Group 9</b>		
	Geraldine T. Hinalao	PIC	Chairperson
	Ester G. Mondares	Principal-Elem	Member
	Mary Ann F. Bajar	Principal-Sec	Member
	<b>Group 10</b>		
	Niño D. Jacobe	Principal II/PIC	Chairperson
	Roselyn D. Pelegro	Principal II	Member
	Leandro C. Exmundo	Principal II	Member
	<b>Group 11</b>		
	Beverly B. Abad	PIC	Chairperson
	Ronald T. Tudlasan	Principal-Elem	Member
	Eva Patigdas	Principal	Member
	<b>Group 12</b>		
	Feleciano M. Inojales Jr.	Principal II/PIC	Chairperson
Roel R. Peñaflorida	Principal I	Member	
Romeo B. Jerao	Principal I	Member	
Sto. Nino	<b>Group 13</b>		
	Maylane S. Ortigas	Principal- Elem	Chairperson
	Mary Jane F. Panaligan	Principal-Elem	Member
	Kristine Marie S. Olivar	TIC	Member
	<b>Group 14</b>		
	Cherry M. Fajagutana	Principal-Elem	Chairperson
	Bert Ceazar A. Castillo	Head Teacher II	Member
	Leah F. Pradas	Head Teacher II	Member
	<b>Group 15</b>		



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Surallah	Jeremiah M. Mosquera, Jr.	Principal II	Chairperson
	Noe O. Cerado	Principal I	Member
	Raquel L. Laspinas	Principal I	Member
	<b>Group 16</b>		
	Gelacio G. Cabaylo, Jr.	Principal II	Chairperson
	Elizar F. Domingo	Head Teacher III	Member
	Charlamagne Lagaman	Principal I	Member
	<b>Group 17</b>		
	Maria Fe E. Cantor	PSDS	Chairperson
	Elsa A. Dionio	Principal-II	Member
Richard S. Celo	Principal-I	Member	
Tampakan	<b>Group 18</b>		
	Ramona F. Bangoc	PSDS	Chairperson
	Lemuel B. Butihen	Principal II	Member
	Ronelyn V. Valeroso	Principal I	Member
	<b>Group 19</b>		
	Myrvin C. Rollon	Principal III	Chairperson
	Mona M. Sioco	Principal I	Member
	Vicente C. Garces Jr.	Principal III	Member
	<b>Group 20</b>		
	Emilyn B. Borja	Principal II	Chairperson
Erlyn A. Cariño	Principal I	Member	
Vergie Grace M. Celiz	Principal I	Member	
Tantangan	<b>Group 21</b>		
	Daisy I. Darroca	Chairperson	Chairperson
	John Lawrence Panding	Principal I	Member
	Marlene Juan	Principal I	Member
	<b>Group 22</b>		
	Ana Maria Rendon	Principal I	Chairperson
	Emilia Binghoy	Principal I	Member
Arlene Macapagal	Principal I	Member	



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Tboli	<b>Group 23</b>		
	Marianne M.Sabod	PSDS	Chairperson
	Riza P.Ming	Principal-Elem	Member
	Christopher D.Jugar, Jr	Head Teacher	Member
	<b>Group 24</b>		
	Marvin R. Villahermosa	PIC	Chairperson
	Wilson M. Bayog	Principal 1	Member
	Jemar Pelaez	Principal 1	Member
	<b>Group 25</b>		
	Gil M. Tongcaling	PIC	Chairperson
	Ricky U. Piang	Principal -I	Member
	Richard A. Travilla	Principal -I	Member
Tupi	<b>Group 26</b>		
	Amrah M. Agustin Phd.	PSDS	Chairperson
	Marilil S. Ortiz, Phd	Principal-Elem	Member
	Norayna Y. Del Mundo	Principal Elem	Member
	<b>Group 27</b>		
	Judith G. Dingal	PIC	Chairperson
	Jane B. Cabarlo, Phd.	Principal-Elem	Member
	Cristy A. Lara	Principal-Sec	Member