



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. **072**, s. 2024

CONDUCT OF NON-CLASSROOM OBSERVATION INDICATORS (NCOI) THROUGH  
TEACHER REFLECTION FORM (TRF) TO TEACHER 1 APPLICANTS  
SY 2024-2025

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 OSDS Division Memorandum No. OSDS No. 026, s. 2024 on **Recruitment and Selection Process for Elementary, Junior High School, and Senior High School Teacher 1 Applicants**, this division informs the field that the conduct of Comparative Assessment on PPST Non-Classroom Observable Indicators (NCOI) through Teacher Reflection Form (TRF) for Elementary, Junior High School and Senior High School Teacher 1 Applicants SY 2024-2025 has been rescheduled to **May 5, 2024**.
2. Additionally, PPST NCOI Subcommittees shall ensure that all provisions under DepEd Order No. 007, s. 2023, item number 7 of Enclosure No. 02: PPST Non-Classroom Observable Indicators (NCOIs) for Hiring Teacher 1 Applicants are strictly observed.
3. Also, Teacher applicants are reminded of the following before completing the Teacher Reflection Form:
  - a. Review the guidelines;
  - b. TRF shall be accomplished on the spot; and
  - c. Shall be given 45 minutes to one (1) hour to accomplish the complete set of the Teacher Reflection Form (TRF).
4. Below are the venues for the conduct of Teacher Reflection Form (TRF) per district/municipality on May 5, 2024, from 8:00 a.m. to 9:00 a.m.



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)



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

Group	District/Municipality	Code	Venue	Team Leader
1	Banga Surallah Norala Sto. Nino Tboli 2, 3 Districts Lake Sebu	B1 S2 S3 S4 T5 L6	Libertad NHS	Maristela T. Tabale Administrative Officer IV
2	Tantangan Tampakan Tupi Polomolok  Tboli 1 District	T7 T8 T9 P10  T5	Tupi NHS	Desi Nino B. La Guardia Administrative Officer II

- Identified Administrative Officers who will serve as proctors, support staff and secretariat are advised to attend the virtual orientation on April 30, 2024. A link will be provided through GC.
- 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.
- For services rendered on Holidays, Saturday and Sunday, all personnel concerned are entitled to a Compensatory Time-off (CTO) in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.
- 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.
- Immediate dissemination of this memorandum is desired.

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

Encl.: None  
Reference: As stated  
To be indicated in the Perpetual Index



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228 3901  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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

---

under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

NHT/DM- conduct of non-classroom observation indicators (ncoi) through teacher reflection form (trf) to teacher i applicants sy 2024-2025  
0000/April 29, 2024



---

Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (093)228 3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)