



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

**Office of the Schools Division
Superintendent**

26 Jul 2024

DIVISION MEMORANDUM
OSDS No. **128**, s. 2024

**CONDUCT OF DEMONSTRATION TEACHING AND TEACHER REFLECTION FORM
(TRF) TEST FOR SPIMS PROGRAM BENEFICIARIES 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. This in reference to DM-OUHROD-2024-0521 dated March 22, 2024 regarding the Guidance on Hiring, Assessment, and Deployment of SPIMS Beneficiaries for SY 2024-2025, this Division, announces the special conduct of a Comparative Assessment on PPST Classroom Observable Indicators (PPST COI) through Classroom Observation and Demonstration Teaching and the conduct of Non-Classroom Observation Indicators (NCOI) through Teacher Reflection Form (TRF) to all beneficiaries of "Sa Pinas, Ikaw Ang Ma'am At Sir" (SPIMS) Program.
2. The following activity is scheduled to take place simultaneously on July 31, 2024, at 9:00 AM for Demonstration Teaching, and at 11:00 AM for the TRF Test at Surallah CES (Elementary) and Libertad NHS (JHS), both in the municipality of Surallah. This will be conducted through the school/district subcommittee, which will include trained COI assessors/observers such as Master Teachers, Head Teachers, School Heads, Public Schools District Supervisors, and Education Program Supervisors. Additionally, the subcommittee(s) will comprise subject matter experts in the relevant specialization of the position being filled.
3. COI Subcommittees shall ensure that all provisions under DepEd Order No. 007, s. 2023, Item No. 6 of enclosure No. 02: PPST Classroom Observable Indicators (COIs) and Item No. 7 of enclosure No. 02: PPST Non-Classroom Observable Indicators (NCOIs) are observed.
4. During the conduct of the demonstration teaching, teacher applicants are reminded of the following:
 - a. Review the COT-RSP Guidelines;
 - b. Plan the lesson based on the identified indicators;
 - c. Provide the observers with a detailed or semi-detailed lesson plan; and
 - d. Deliver the lesson.



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5. Also, Teacher applicants are reminded of the following before completing the Teacher Reflection Form:
- Review the guidelines;
 - TRF shall be accomplished on the spot; and
 - Shall be given 45 minutes to one (1) hour to accomplish the complete set of the Teacher Reflection Form (TRF).
6. To ensure the smooth conduct of the classroom observation and demonstration teaching, the subcommittee shall be responsible for the following:
- Schedule applicants' demonstration teaching, ensuring that each applicant is provided with a substantial amount of time to deliver the lesson;
 - Communicate with the applicants regarding the schedule of their demonstration teaching through the HRMPSB Secretariat Subcommittee or the Administrative Officer II;
 - Prepare a complete set of Classroom Observation Tools, including:
 - Observation Notes Form
 - Rating Sheet
 - Inter-Observer Agreement Form; and
7. In coordination with the HRMPSB Secretariat Subcommittee or the Administrative Officer II, consolidate results of the PPST-COI and submit results to the HRMPSB.
8. Food and travel expenses of the subcommittee 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.
9. For any inquiries, please contact Nerie H. Tresbe, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent



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Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- conduct of demonstration teaching and teacher reflection form (trf) test
for spims program beneficiaries sy 2024-2025

0000/July 26, 2024



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DISTRICT/MUNICIPAL MONITORING TEAM

Name	Designation	Task
Nelida A. Castillo	Education Program Supervisor	Chairperson
Maria Fe E. Cantor	Public Schools District Supervisor	Member
Stephen S. Salazar	Secondary Cluster Head/ School Principal IV	Member

SUBCOMMITTEE MEMBERS

Name	Designation	Task
ELEMENTARY		
GROUP 1		
Richard Celso	Principal I	Chairperson
Claire Ann Panceles	Master Teacher I	Member
Divina Librella	Master Teacher I	Member
GROUP 2		
Lyn Bonifacio	Master Teacher I	Chairperson
Mary Ann Lopez	Master Teacher I	Member
Glennie Domingo	Master Teacher I	Member
JUNIOR HIGH SCHOOL		
GROUP 1		
Judith E. Bretaña	Master Teacher I	Chairperson
Tina O. Buison	Master Teacher I	Member
GROUP 2		
Laarni Otic, MT1	Master Teacher I	Chairperson
Mercedita G. Antenor	Master Teacher II	Member
Teresa P. Dagnaos	Master Teacher I	Member
GROUP 3		
Lourly D. Palacio	Master Teacher I	Chairperson
Magdalena S. Legarde	Master Teacher II	Member
GROUP 4		



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Gilna D. Gemoto	Master Teacher I	Chairperson
Romulo L. Sacatani, Jr.	Master Teacher I	Member
GROUP 5		
Roderick T. Frusa	Assistant Principal	Chairperson
Wilfredo A. Bubungan	Master Teacher I	Member
Chester Ian S. Pineda	Master Teacher I	Member

SECRETARIAT

Name	Designation	Task
ELEMENTARY		
Vince F. Anoche	Administrative Officer II	Chairperson
Mylene Tamala	Administrative Officer IV	Member
JUNIOR HIGH SCHOOL		
Melanie V. Landicho	Administrative Officer II	Chairperson
Mary Ann S. Pillado	Administrative Officer II	Member
Ali M. Sumonsol	Administrative Officer II	Member

SPIMS PROGRAMS BENEFICIARIES

Name	Grade	Group
ELEMENTARY		
George Allan Belican	5	1
Zoe July Oracion	3	2
JUNIOR HIGH SCHOOL		
Maricris Caras	7	1
Chrizmer Jam R. Primavera	7	2
Scarlett Joy Salmon	7	3
Mark Ryan Bayson	7	4
Evelyn A. Cagape	10	5



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