



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

Office of the Schools Division
 Superintendent

3 Mar 2025

DIVISION MEMORANDUM
 OSDS No. **038** s. 2025

CONDUCT OF NON-CLASSROOM OBSERVATION INDICATORS (NCOI) THROUGH
 TEACHER REFLECTION FORM (TRF) TO TEACHER I APPLICANTS
 SY 2025-2026

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. 007, s. 2025 on **Recruitment and Selection Process for Elementary, Junior High School, and Senior High School Teacher I Applicants**, this Office 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 2025-2026 has been rescheduled to **March 9, 2025**.
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 March 9, 2025, from 8:00 a.m. to 9:00 a.m.

Group	District/Municipality	Code	Venue	Team Leader
1	Banga Lake Sebu Norala Sto. Nino Surallah Tboli West Districts	B1 L2 N3 S5 S6 T5	Banga NHS	April Rose E. Cercado Administrative Officer II



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2	Polomolok Tantangan Tampakan Tupi Tboli East District	P4 T7 T8 T10 T5	Tupi NHS	Desi Nino B. La Guardia Administrative Officer II
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5. Identified Administrative Officers who will serve as proctors, support staff and secretariat are advised to attend the virtual orientation on March 5, 2025. A link will be provided through the Group Chat (GC).
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 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.
8. For more information and inquiries, all concerned may contact Ma. Luz E. Estember, Administrative Officer IV at telephone no. 083-228-3742 or at the Office of the Assistant Schools Division Superintendent.
9. 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
under the following subjects:

EMPLOYMENT HIRING
RECRUITMENT

MLE/DM- conduct of non-classroom observation indicators (NCOI) through teacher reflection form (TRF) to teacher applicants SY 2025-2026
0000/March 3, 2025