



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

Office of the Schools Division  
Superintendent

11 Jun 2025

DIVISION MEMORANDUM  
OSDS No. **072**, s. 2025

CONDUCT OF DEMONSTRATION TEACHING AND TEACHER REFLECTION FORM  
(TRF) TEST FOR SPIMS PROGRAM BENEFICIARIES 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. This has reference to the hiring of and deployment of the **“Sa Pinas Ikaw ang Maam at Sir” (SPIMS)** Employment Program of the Department of Education and the Department of Migrant Workers (DMW) for the SY 2025-2026 for Elementary and Junior High School.
2. SPIMS beneficiaries endorsed by the DMW for SY 2025-2026 shall be assessed according to the procedural guidelines, criteria, and point system stipulated under DepEd Order No. 007, s. 2023, on the Guidelines on Recruitment Selection, and Appointments in the Department of Education.
3. In this connection, SPIMS beneficiaries are scheduled to take place simultaneously on **June 19, 2025 at 9:00 AM for Demonstration Teaching for Upper Valley @ Banga NHS and for Lower Valley @ Tupi NHS**. The Teacher Reflection Form Test is scheduled on **June 20, 2025, 8:30am @ DepEd Division of South Cotabato, Conference Hall**. This will be conducted through the school subcommittee, which include trained COI assessors/observers such as Master Teachers of respective schools. Additionally, the subcommittee(s) will comprise subject matter experts in the relevant specialization of the position being filled.
4. COI Subcommittees shall ensure that all provisions under DepEd Order No. 07, 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.
5. During the conduct of the demonstration teaching, teacher-applicants are reminded of the following:

- a. Review the COT-RSP Guidelines;



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- 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.
6. 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).
7. To ensure the smooth conduct of the classroom observation and demonstration teaching, the subcommittee shall be responsible for the following:
  - a. Schedule applicants' demonstration teaching, ensuring that each applicant is provided with a substantial amount of time to deliver the lesson;
  - b. Communicate with the applicants regarding the schedule of their demonstration teaching through the HRMPSB Subcommittee or the Administrative Officer II;
  - c. Prepare a complete set of Classroom Observation Tools, including:
    - i. Observation Notes Form
    - ii. Rating Sheet
    - iii. Inter-Observer Agreement Form; and
8. In coordination with the HRMPSB Secretariat Subcommittee or the Administrative Officer II, consolidate results of the PPST-COI and submit results to the HRMPSB.
9. The evaluation/ checking of the TRF will be conducted on June 20, 2025, by the Subcommittee's TRF evaluators at the SDO Conference Hall, Koronadal City.
10. For any inquiries, please contact Ma. Luz E. Estember, Administrative Officer IV or at the Office of the Assistant Schools Division Superintendent.
11. Immediate dissemination of this memorandum is desired.

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



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Encl.: N o n e

Reference: As stated

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

EMPLOYMENT      HIRING  
RECRUITMENT

MLE/DM- conduct of demonstration teaching and teacher reflection form (trf) test  
for spims program beneficiaries  
0000/June 13, 2025





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**LIST OF SPIMS BENEFICIARIES**  
ELEMENTARY & JUNIOR HIGH SCHOOL

**A. LOWER VALLEY**

No.	NAME	COI VENUE
1.	BAGSICAN, AISA CALUYAN	TUPI NHS
2.	FAIRODS, MAGELIN BANSIL	TUPI NHS
3.	GALLEGO, JELY MAE SENADOR	TUPI NHS
4.	MEJIA, LYKA ALLYA AMOR BINGGAN	TUPI NHS
5.	PINO, KATHERINE VALENCIA	TUPI NHS
6.	VIRAYO, FLOREZA JALAL	TUPI NHS
7.	ALIPERIO, KATHLEEN JANE IBAY	TUPI NHS
8.	CARIAGA, VERNA TIQUIAN	TUPI NHS
9.	DURANO, NOEL SARAY	TUPI NHS
10.	GALO. ROZEL BALAMULA	TUPI NHS
11.	GUANCO, MARY JANE TUMBOCON	TUPI NHS
12.	LOYOLA. LOWEL ROMUAR	TUPI NHS
13.	MANTE,. SITTIEHAN BISALAO	TUPI NHS
14.	PELICANO, ROSSANNEX APOLE	TUPI NHS
15.	CANILLA, HONEY JEAN FUYOMAN	TUPI NHS



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**LIST OF SPIMS BENEFICIARIES**  
ELEMENTARY & JUNIOR HIGH SCHOOL

**B. UPPER VALLEY**

No.	NAME	COI VENUE
1.	ARINGO, NIRA	BANGA NHS
2.	BAUTISTA, RAFFIE BBANHIT	BANGA NHS
3.	HIPONIA, ELIZABETH DEPAZ	BANGA NHS
4.	MARCELINO, KIMARK SADIO	BANGA NHS
5.	MISSION, ELLY MAE	BANGA NHS
6.	OMANI, MARIA SAZEL CABAYA	BANGA NHS
7.	PENTONGAN, DONNA SANDIGAN	BANGA NHS
8.	SINA-ON, BERLY LAMPUTI	BANGA NHS
9.	SUCALDITO, MYRELL DIAMANTE	BANGA NHS
10.	TANAGWA, MARILYN ANTONIO	BANGA NHS
11.	BUENAVIDES, JANIEL D.	BANGA NHS
12.	CELEDONIO, ZERLYN LOU TIAD	BANGA NHS
13.	DAGON, PINKY NAVOS	BANGA NHS
14.	FIGUEROA, ERNESTO BUCAIS	BANGA NHS
15.	HINOJOSA, CHARMAINE MORANTE	BANGA NHS
16.	MALIK, JENILYN KLATONG	BANGA NHS
17.	PAYOD, CZARINA AMOR PASCUA	BANGA NHS
18.	PEROCHO, NANCY ESPAÑOLA	BANGA NHS
19.	TRABADO, SHERYL PASAPORTE	BANGA NHS
20.	VILLANUEVA, JANCIE GALENZOGA	BANGA NHS
21.	DAPATNAPO, REX ALBERT MANLIGUEZ	BANGA NHS
22.	TERNORA, JHOMER FERNANDEZ	BANGA NHS



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**SUBCOMMITTEE MEMBERS**  
**UPPER VALEY**

<b>GROUP 1</b>		
<b>Name</b>	<b>Designation</b>	<b>Task</b>
Mildred Bagaman	Master Teacher I	Chairperson
Noli Pabilico	Master Teacher I	Member
Jose Allan Cloma	Master Teacher I	Member
<b>GROUP 2</b>		
Johanna Achurra	Master Teacher III	Chairperson
Rosario Lavente	Master Teacher I	Member
Arlene Cuenca	Master Teacher I	Member
<b>GROUP 3</b>		
Heide Bernas	Master Teacher II	Chairperson
Herbert Lavente	Master Teacher I	Member
Gloria Cayubin	Master Teacher I	Member
<b>GROUP 4</b>		
Jade Esprella	Master Teacher I	Chairperson
Imelda Caligdong	Master Teacher I	Member
Romeo Rendon	Master Teacher I	Member
<b>GROUP 5</b>		
Gemma Nunez	Master Teacher I	Chairperson
Imelda Caligdong	Master Teacher I	Member
Myrna Claveria	Master Teacher I	Member





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**SUBCOMMITTEE MEMBERS**  
**LOWER VALEY**

<b>GROUP 1</b>		
<b>Name</b>	<b>Designation</b>	<b>Task</b>
Jonathan Dela Peña	Master Teacher II	Chairperson
Alma Manchures	Master Teacher I	Member
Letecia Sunga	Master Teacher I	Member
<b>GROUP 2</b>		
Romel Mat-an	Master Teacher II	Chairperson
Lilibeth Villanueva	Master Teacher I	Member
Ela Cedeño	Master Teacher I	Member
<b>GROUP 3</b>		
Maylene Orencio	Master Teacher II	Chairperson
John Enrico Peng	Master Teacher I	Member
Lea Dionaldo	Master Teacher I	Member
<b>GROUP 4</b>		
Haydee Asumbra	Master Teacher II	Chairperson
Anna Liza Buguis	Master Teacher I	Member
Rachel Hatulan	Master Teacher I	Member
<b>GROUP 5</b>		
Flor Arac	Master Teacher II	Chairperson
Julie Gentison	Master Teacher I	Member
Sylvette Rose Espia	Master Teacher I	Member



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**TRF EVALAUTOR  
LOWER VALLEY**

Name	Designation
Jonathan Dela Peña	Master Teacher II
Romel Mat-an	Master Teacher II
Mylene Orencio	Master Teacher II
Alma Manchures	Master Teacher I
Letecia Sunga	Master Teacher I
Lilibeth Villanueva	Master Teacher I
Jenalie Dedase	Master Teacher I
John Enrico Peng	Master Teacher I
Lea Dionaldo	Master Teacher I
Annaliza Buguis	Master Teacher I
Julie Gentison	Master Teacher I
Sylvette Rose Espia	Master Teacher I

**TRF EVALAUTOR  
UPPER VALLEY**

Name	Designation
Mildred Bagaman	Master Teacher I
Imelda Caligdong	Master Teacher I
Jose Allan Cloma	Master Teacher I
Johanna Achurra	Master Teacher III
Rosario Lavente	Master Teacher I
Arlene Cuenca	Master Teacher I
Heide Bernas	Master Teacher II
Herbert Lavente	Master Teacher I
Gloria Cayubin	Master Teacher I
Jade Esprella	Master teacher I
Gemma Nunez	Master teacher I
Imelda Caligdong	Master teacher I