



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

08 JUNE 2023

DIVISION MEMORANDUM

No. 324 s. 2023

**SCHEDULE AND GUIDELINES FOR THE ON-SITE
TEACHING DEMONSTRATION VALIDATION, INTERVIEW AND TEACHER
REFLECTION FORM (TRF) ADMINISTRATION
FOR SY 2023-2024**

To: **Division Personnel Selection Board (PSB)**
CID and SGOD Personnel
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Members of the Division and District Screening Committee
All Teacher-Applicants
All Others Concerned
This Division

1. In consonance with Division Memorandum No. 245, series 2023, entitled "Recruitment, Screening, Evaluation and Selection of New Teacher Applicants for Teacher I Positions in Elementary, Kindergarten, SPED, IPED, Junior High School and Senior High School Levels for School Year 2023-2024, attached herein are the schedules and guidelines on the conduct of the on-site Teaching Demonstration Validation, Interview and Teacher Reflection Form (TRF) Administration to all teacher applicants for the School Year 2023-2024.

2. The Teaching Demonstration Validation, Interview and Teacher Reflection Form (TRF) Administration will be conducted on the following dates. Please note that the specific dates and venue is attached as a Division Enclosure.

LEVEL OF TEACHING	DATE
Elementary (Magsaysay to Jasaan including Claveria)	July 6 – 7, 2023
Elementary (Villanueva to Lugait)	June 19 – 20, 2023
Junior High School	June 19 – 27, 2023
Senior High School	June 27 – July 5, 2023
SPED	July 4, 2023



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3. To ensure a smooth, proper and successful conduct on the administration of the Teaching Demonstration, Interview and TRF, the District and its host schools shall prepare and observe the following:

For the Administration of Teacher Reflection Form

- i. **Classrooms.** The number of rooms needed will depend on the number of applicants in the District/Cluster.
- ii. **Room Assignments** of Teacher Applicants. There should only be 20 applicants per room to avoid crowding. The conduct of Teacher Reflection will only take 45 minutes to 1 hour.
- iii. Prepare **attendance sheet** to be signed by the applicants and the Teacher Reflection Proctors/Evaluators. The attendance sheet must be generated from the Masterlist. Secure copy from District ICT or Administrative Officer II. Only applicants listed in the masterlist will be entertained. Strictly NO WALK-IN Applicants.
- iv. Prepare **Annex N to P (Teacher Reflection Form, Rubrics for Rating the TRF and Inter-Evaluator Agreement Form).**

For the Teaching-Demonstration, Interview-Validation

- i. Prepare **Registration/Attendance Area.**
- ii. Prepare 3 classrooms which will serve as Holding Area, Classroom for Teaching Demonstration/Interview/Validation and Encoding and Printing of Individual Evaluation Sheet.
- iii. Assign learners for the teaching demonstration, preferably 20 learners from the higher level (from Grade 5 or 6 for Elementary teacher applicants and from Grade 11 or 12 for Junior High School and Senior High School Teacher applicants).
- iv. Prepare/Print the **Masterlist** of Teacher Applicants generated from the Google Sheet template created by the HRMO. Provide a copy to the (1) registration Committee, (1) Demonstration Teaching-Interview Committee.
- v. Prepare **attendance sheet** to be signed by the applicants and the Sub-Committees.
- vi. Prepare **Priority Numbers** for Teacher Applicants.
- vii. Prepare **Annex J, K, L and M (COT-RSP Rubric; Observation Notes Form; Rating Sheet for Regular and IPED Teacher Applicant; and Inter-Observer Agreement Form for Regular and IPED Teacher Applicant).**

4. For **Senior High School**, a **subject matter expert** from the host school/adjacent school shall be assigned to observe the teaching demonstration of applicants under **TVL track**.





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5. The **Teacher Reflection Form** shall be administered at exactly **8:00 am** and then the **Teaching Demonstration/Interview/Validation** will start **9:00 am**.



6. Attached to this Division Memorandum are the following:

- Enclosure No.1: Schedule and Venue of Teaching Demonstration/ Interview/Validation and TRF administration by District and Level (Elementary, Junior and Senior HS)
- Enclosure No.2: Composition of the Division Selection Committee (Members of the Interview and Demonstration Panel)
- Enclosure No.3: Guide for Teacher Applicants and Sub-Committee

7. Material expenses incurred by the host school during the conduct of the Teaching & Skills Demonstration and Interview shall be charged to SEF funds or other local funds while Material expenses incurred by the host school during the conduct of the Teaching & Skills Demonstration and Interview shall be charged to SEF funds or other local funds while, travel and other related expenses of the members of the Division and District Screening Committee shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.

8. For questions and concerns related to the activity, you may coordinate with Irish Karylle D. Monte, Senior Education Program Specialist-HRD (irishkarylle.monte@deped.gov.ph), Shayne Yannah M. Frias, Administrative Officer III-Personnel/HRM Section (shayneyannah.magdugo@deped.gov.ph) and/or Melanie C. Estenzo, Administrative Officer IV-Personnel/HRM Section (misor.admin@deped.gov.ph/melanie.estenzo@deped.gov.ph).

10. Immediate and wide dissemination of this Memorandum is hereby enjoined.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent 

Encl.: As stated

References: DM 245, s.2023

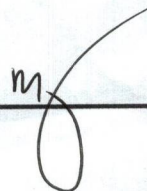
To be indicated in the Perpetual Index under the following subjects:

RECRUITMENT AND SELECTION
HIRING GUIDELINES
TEACHER-APPLICANTS

ELO/EGD/ikm/mce



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SCHOOLS DIVISION OF MISAMIS ORIENTAL

Enclosure No.1:

**SCHEDULE AND VENUE OF TEACHING
 DEMONSTRATION /INTERVIEW/VALIDATION
 and TRF ADMINISTRATION BY DISTRICT AND LEVEL**

ELEMENTARY						
DISTRICT	NO. OF APPLICANTS	HOST SCHOOL	JULY 6, 2023	JULY 7, 2023	JUNE 19, 2023	JUNE 20, 2023
			THURSDAY	FRIDAY	MONDAY	TUESDAY
MAGSAYSAY I	31	Magsaysay CS		1		
MAGSAYSAY II	41	Kibungsod CS		2		
MEDINA	50	Medina CS	3	3&6		
TALISAYAN	25	Talisayan CS		4		
KINOGUITAN	19	Sugbongcogon CS		5		
SUGBONGCOGON	19					
BINUANGAN	6	Mantangale ES				
BALINGOAN	13		6			
SALAY	24	Salay CS		7		
LAGONGLONG	24	Lagonglong CS		8		
BALINGSAG NORTH	21	Mambayaan IS	9			
BALINGASAG SOUTH	20	Baliwagan CS		9		
BALINGASAG CENTRAL	33	Balingasag CS		10		
JASAAN	26	Jasaan CS		11		
CLAVERIA	43	Mat-I CS		12		
VILLANUEVA	39	VN Chavez MCS				1
TAGOLOAN	43	Tagoloan CS				2
OPOL	54	Opol CS			3&4	3
ALUBIJID	47	Alubijid CS			5	4&5
LAGUINDINGAN	32	Laguindingan CS				6
LIBERTAD	9	Libertad CS				7
GITAGUM	21					
INITAO	44	Initao CS			8&9	8
NAAWAN	20	Naawan CS				9
MANTICAO	19	Manticao CS				10
LUGAIT	19					
TOTAL	742					



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JUNIOR HIGH SCHOOL

DISTRICT	NO. OF APPLICANTS	HOST SCHOOL	JUNE 19, 2023	JUNE 20, 2023	JUNE 21, 2023	JUNE 22, 2023	JUNE 27, 2023
			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	TUESDAY
MAGSAYSAY I	14	Consuelo NHS				12	
MAGSAYSAY II	16						
MEDINA	31	Medina NCHS				11	
TALISAYAN	15	Talisayan NHS				10	
KINOGITAN	8						
SUGBONGCOGON	6						
BINUANGAN	4						
BALINGOAN	7						
SALAY	21	Salay NHS				9	
LAGONGLONG	12						
BALINGSAG NORTH	39	Mambayaan IS				8	
BALINGASAG SOUTH	31	Baliwagan NHS				7	
BALINGASAG CENTRAL	9	Jasaan NHS				6	
JASAAN	22						
CLAVERIA	26	DG Sabal MNHS				5	
VILLANUEVA	29	Villanueva NHS				4	
TAGOLOAN	33	Tagoloan NHS					1&2
MOGCHS	58	MOGCHS	11 & 12	11			
OPOL	22	ONSTS		12			
ALUBIJID	16	Laguindingan NHS				3	
LAGUINDINGAN	11						
LIBERTAD	5						
GITAGUM	4						
INITAO	16	Initao NCHS				2	
NAAWAN	17						
MANTICAO	13	Manticao NHS				1	
LUGAIT	14						
TOTAL	499						



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SENIOR HIGH SCHOOL					
DISTRICT	NO. OF APPLICANTS	HOST SCHOOL	JUNE 27, 2023	JULY 4, 2023	JULY 5, 2023
			TUESDAY	TUESDAY	WEDNESDAY
MAGSAYSAY I	13	Consuelo NHS			9
MAGSAYSAY II	10				
MEDINA	25	Medina NCHS			8
KINOGUITAN	13	Kinoguitan NAHS		7	
TALISAYAN	9	Talisayan NHS		6	
SUGBONGCOGON	3				
BINUANGAN	4				
BALINGOAN	5				
SALAY	20	Salay NHS		5	
LAGONGLONG	14	Lagonglong SHS	3		
BALINGSAG NORTH	47	Mambayaan IS		4	4&7
BALINGASAG SOUTH	25	Baliwagan NHS			3
JASAAN	12	Jasaan NHS	4		
CLAVERIA	17	DG Sabal NHS	5		
VILLANUEVA	19	Villanueva NHS	6		
TAGOLOAN	26	Tagoloan NHS			2
MOGCHS	34	MOGCHS			1
OPOL	17	ONSTS	7		
ALUBIJID	14	Alubijid NCHS	8		
GITAGUM	3				
LAGUINDINGAN	9	Laguindingan NHS	9		
LIBERTAD	2				
INITAO	13				
NAAWAN	19	Naawan NHS	10		
MANTICAO	13	Manticao NHS	11		
LUGAIT	12	Lugait SHS	12		
TOTAL	398				



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SPED			
District	No. of Applicants	HOST SCHOOL	JULY 4, 2023
			TUESDAY
Talisayan	1	Villanueva SPED Center	special team
Kinoguitan	1		
Salay	2		
Balingasag North	2		
Balingasag Central	1		
Jasaan	1		
Villanueva	1		
MOGCHS (JHS)	1		
Opol	4		
Laguindingan	1		
Manticao	1		
Lugait	2		
TOTAL	18		



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Enclosure No.2:

COMPOSITION OF THE DIVISION SELECTION COMMITTEE
(Members of the Interview and Demonstration Panel)

GROUP	PERSONS INVOLVED	POSITION	FUNCTION
1	Sheilla B. Diango	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Aubrey Marie Tabor	ADAS III	
2	Joanna Ruby Presente	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Kim Eric Lubguban	PDO II-LRMS	
3	Eden Bacarra	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Shella Joy Ramiro	AO II	
4	Ma. Asuncion Rafols	OIC - ES, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Catherine Manuta	AO II	
5	Sally S. Aguilar	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	District AOII Secretariat	AO II	
6	Norberto E. Rosales	OIC-ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Arlene C. Valmores	AO III	
7	Rafunzel D. Epanis	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Cheryl D. Ubalde	ES I, CID	
8	Josephine Labares	OIC-ES, SGOD	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Fely R. Quezon	AO II	
9	Mary Grace Gallana	ES I, CID	Team Leader
	Host School Principal		
	School Head/Principal		
	Marie Kris Yamis	ADA IV	



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GROUP	PERSONS INVOLVED	POSITION	FUNCTION
10	Ronjie Rosete	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	District AOII Secretariat	AO II	
11	Celieto Magsayo	ES I, CID	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Maycille Luciu	Farmworker I	
12	Catherine Anne Balanay	ES I, SGOD	Team Leader
	Host School Principal		Member
	School Head/Principal		
	Jenelyn Ampo	ADAS II	
Management	Erlinda G. Dael	ASDS	Team Leader
	Mark Lorren T. Tejano	AO IV - Budget Officer	Member
	Irish Karylle D. Monte	SEPS-HRD	
	Melanie Estenzo	AO IV	
	Shayne Yannah M. Frias	AO III	
	Christine Grace Tahud	AO II	
	Claribel Rodriguez	ADAS III	
	Michael Emperador	ADA I	



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DEPARTMENT OF EDUCATION
DIVISION OF MISAMIS ORIENTAL

Members of the Interview and Demonstration Panel

	DISTRICT	HOST SCHOOL	SCHOOL HEAD OF HOST SCHOOL	SCHOOL	SCHOOL HEAD
ELEMENTARY					
1	MAGSAYSAY I	Magsaysay CS	FLORENTINO O. RANARA JR.	Villa Felipa ES	CHARITY RANARA
2	MAGSAYSAY II	Kibungsod CS	YASMIN B. FLORES	Sta. Cruz ES	MARLA RUBY PAZ YTING
3	MEDINA	Medina CS	CLAVEL C. LAGRIA	Gov. Pelaez ES	RICKY ABAO
				Tambagan ES	TEOFILA CURACHO
				Bangbang IS	RAUL MARTE
4	TALISAYAN	Talisayan CS	JASMIN A. CAPUTOL	Babanlagan ES	JUSTINIANO ABUEVA
5	KINOGUITAN	Sugbongcogon CS	REYNALDO V. MAGAN	Alicomohan ES	LORYBE GALILI
6	SUGBONGCOGON				
7	BINUANGAN	Mantangale ES	ANGIE C. ORDINAN, PhD	Bauk2x ES	FLODELIZA TALIPAN
8	BALINGOAN				
9	SALAY	Salay CS	MARIFE LEONORA R CACULE	Tinagaan IS	JEANCENT CANOY
10	LAGONGLONG	Lagonglong CS	MANUELITA P. CAPITO	Umagos ES	RELSON BANA
11	BALINGSAG NORTH	Mambayaan IS	FRANKLIN O. OCATE	Napaliran ES	ROLLY FLORES
12	BALINGASAG SOUTH	Baliwagan CS	CHARITO C. LLACUNA	Binitinan ES	ELSA LOQUIAS
13	BALINGASAG CENTRAL	Balingasag CS	ADELINA C. JAPONA	Cogon ES	ROSALITA ABBUT
14	JASAAAN NORTH	Jasaan CS	DJHONNALE L. ALERIA	Luz Banzon IS	ROBERT ASIS
15	JASAAAN SOUTH				
16	CLAVERIA	Mat-i CS	GENES P. LESACA	Patrocinio ES	BARTOLOME PALLO
17	VILLANUEVA	VN Chavez MCS (ELE	RUBIRIZA P. MOLINA	San Martin IS	EVIE AMATONG
18	TAGOLOAN	Tagoloan CS	IMELDA C. EMANO	Casinglot ES	NOEL ABAO
19	OPOL	Opol CS	SAM Y T. IGLORIA	Luyong Bonbon ES	DIANA BACULIO
				Igpit ES	ALLAN ROXAS
				Barra ES	JANE CARACHO
20	ALUBIJID	Alubijid CS	JULIUS N. UBAUB	Calatcat ES	NELLA GRAFE
				Lumbo ES	LIZA AKUT
				Lourdes ES	ELLE MAGDALE
21	LAGUINDINGAN	Laguindingan CS	DOLORES V. ABREGANA	Gasi ES	JENNY PADERO
22	LIBERTAD	Libertad CS	GREG F. MAGSAYO	Gitagum CS	ERNA OCO
23	GITAGUM				
24	INITAO	Initao CS	AURA O. VILLASTIQUE	Pagahan ES	LIEZEL LIMBACO
				Andales IS	DENNIS MAGSAYO
				Tubigan ES	RUDY PIALES
25	NAAWAN	Naawan CS	SEVEN M. DE LOS REYES	Maputi ES	NICANOR DELA CRUZ JR
26	MANTICAO	Manticao CS	LUCIA L. SABAYANAN	Paniangan ES	FELESA GENOVIA
27	LUGAIT				

	DISTRICT	HOST SCHOOL	SCHOOL HEAD OF HOST SCHOOL	SCHOOL	SCHOOL HEAD
JUNIOR HIGH SCHOOL					
28	MAGSAYSAY I	Consuelo NHS	ANELITO B. CALLO, PhD	Kandiis IS	MARVEN BESCAYNO
29	MAGSAYSAY II				
30	MEDINA	Medina NCHS	TEOFILO M. ARTIAGA	Don Gregorio Pelaez	REENA MARIE EBESA
31	TALISAYAN	Talisayan NHS	RITZY D. MUTIA, PhD.	Mandahilag NHS	NORMILYN CAINA
32	KINOGUITAN				
33	SUGBONGCOGON				
34	BINUANGAN				
35	BALINGOAN				
36	SALAY	Salay NHS	BEVERLY HAZEL T. SALIGUM	Looc NHS	EDWIN DELIG
37	LAGONGLONG				
38	BALINGSAG NORTH	Mambayaan IS	FRANKLIN O. OCATE	MONHS	PEDRO ESTANO JR
39	BALINGASAG SOUTH	Baliwagan NHS	MARILYN A. ABAN	Linabu IS	ROSALITA ESTANO
40	BALINGASAG CENTRAL	Jasaan NHS	FE D. ARANCON	Luz Banzon IS	GINA BARCENAL
41	JASAAN NORTH				
42	JASAAN SOUTH				
43	CLAVERIA	DB Sabal NHS	FRANK J. EVANGELISTA	Patrocinio NHS	JOSE AMBONGLAY
44	VILLANUEVA	Villanueva NHS	VENUS T. MAGSACAY	Kalingagan NHS	NORA OPAON
45	TAGOLOAN	Tagoloan NHS	FLORENCIA D. BAANG	Casinglot NHS	ERNESTO SECO
				Tagoloan NHS	REISL JADE CABURAL
				Tagoloan SHS	JOEMAR SINATAO
46	OPOL	Opol NSTS	MELENDE B. CATID, PhD.	Bagoceboc NHS	ALBIN MABAO
47	ALUBIJID	Laguindingan NHS	ALMA Y. PACAMALAN	Kibaghot NHS	CYNTHIA GARRIDO
48	LAGUINDINGAN				
49	LIBERTAD				
50	GITAGUM				
51	INITAO	Initao NCHS	JOAN CALIOPE J. LONGAKIT	Naawan NHS	GINA SIMENE
52	NAAWAN				
53	MANTICAO	Manticao NHS	ALLAN C. DANGCAL	Punta Silum IS	ALVIN SABAYANAN
54	LUGAIT				
55	MOGCHS	MOGCHS	ABDON R. BACAYANA	MOGCHS	LIZEL TORILLO
				MOGCHS	BREZA COSIÑERO
				MOGCHS	CORNELIA PAJE

	DISTRICT	HOST SCHOOL	SCHOOL HEAD OF HOST SCHOOL	SCHOOL	SCHOOL HEAD
SENIOR HIGH SCHOOL					
56	MAGSAYSAY I	Consuelo NHS	ANELITO B. CALLO, PhD	Kandiis IS	MARVEN BESCAYNO
57	MAGSAYSAY II				
58	MEDINA	Medina NCHS	MARIA TERESA T. TOLENTINO	Portulin SHS	MARCIALIZA RAGOT
59	KINOGUITAN	Kinoguitan NAHS	CHERRY SADICON	Esperanza NHS	RICHIE LAZALITA
60	TALISAYAN	Talisayan NHS	RITZY D. MUTIA, PhD.	Mandahilag NHS	NORMILYN CAINA
61	SUGBONGCOGON				
62	BINUANGAN				
63	BALINGOAN				
64	SALAY	Salay NHS	BEVERLY HAZEL T. SALIGUM	Looc NHS	EDWIN DELIG
65	LAGONGLONG	Lagonglong SHS	LIZEL CAJES	Lumbo NHS	MERLINDA ILAGO
66	BALINGSAG NORTH	Mambayaan IS	FRANKLIN O. OCATE	MONHS	PEDRO ESTANO JR
				Balingasag SHS	CLEMENTE M. ABAO JR
				Quezon IS	MICHAEL TAYTAY
67	BALINGASAG SOUTH	Baliwagan NHS	MARILYN A. ABAN	Linabu IS	ROSALITA ESTANO
68	JASAAN NORTH	Jasaan NHS	FE D. ARANCON	Luz Banzon IS	GINA BARCENAL
69	JASAAN SOUTH				
70	CLAVERIA	DG Sabal NHS	FRANK J. EVANGELISTA	Patrocinio NHS	JOSE AMBONGLAY
71	VILLANUEVA	Villanueva NHS	VENUS T. MAGSACAY	Kalingagan NHS	NORA OPAON
72	TAGOLOAN	Tagoloan NHS	FLORENCIA D. BAANG	Casinglot NHS	ERNESTO SECO
73	OPOL	Opol NSTS	MELLENDE B. CATID, PhD.	Bagocboc NHS	ALBIN MABAO
74	ALUBIJID	Alubijid NCHS	ANTHONY PACAMALAN	Alubijid NCHS	MA. ROMILA UY
75	LAGUINDINGAN	Laguindingan NHS	ALMA Y. PACAMALAN	Kibaghot NHS	CYNTHIA GARRIDO
76	LIBERTAD				
77	INITAO				
78	NAAWAN	Naawan NHS	GINA SIMENE	Maputi SHS	RICO FABRE
79	MANTICAO	Manticao NHS	ALLAN C. DANGCAL	Punta Silum IS	ALVIN SABAYANAN
80	LUGAIT	Lugait NHS	JODILYN BAMA	Lugait SHS	RUelyn AYING
81	MOGCHS	MOGCHS	ABDON R. BACAYANA	MOGCHS	LIZEL TORILLO
				MOGCHS	BREZA COSIÑERO
				MOGCHS	CORNELIA PAJE

Enclosure No. 3 of Division Memorandum No. 324, s. 2023

**CONDUCT OF TEACHING DEMONSTRATION, INTERVIEW/VALIDATION
AND TEACHER-REFLECTION**

GUIDE FOR TEACHER-APPLICANTS AND SUB-COMMITTEE

1. Upon arrival at the venue, applicants must submit themselves for sanitation at the Sanitation Area. Health and safety protocols will still be observed.
2. After Sanitation, the applicants shall proceed to the Registration Area, sign the attendance sheet and proceed to the designated room for the conduct of the Teacher-Reflection.
3. All applicants must be in the Teacher-Reflection room in the first hour in the morning (8am-9am) for the conduct of the Teacher-Reflection. The Teacher-Reflection Questions will be given on the spot and applicants are only given 45 minutes to 1 hour to complete the questionnaire.
4. Once done with Reflection, the applicants will submit the Teacher Reflection Form (TRF) to the assigned TR Proctor/Evaluator. A priority number will be given to each applicant for the Teaching-Demonstration and Interview-Validation and then they will proceed to the designated room.
5. After the Teaching-Demonstration and Interview-Validation, the applicant shall proceed to the encoding room, review points, and sign the Individual Evaluation Sheet (IES). No applicant should go home without signing their IES and ensuring that points are encoded in the template.