



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

05 DEC 2025

**DIVISION MEMORANDUM**

No. **813**, s. 2025

**CAPACITY BUILDING ON THE EFFECTIVE CONDUCT OF CLASSROOM  
OBSERVATIONS ALIGNED WITH THE REVISED K TO 12  
(MATATAG CURRICULUM)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Public School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum HRDD-2025-1648, the National Educators Academy of the Philippines – Region I (NEAP R1) will conduct the Capacity Building on the Effective Conduct of Classroom Observations Aligned with the Revised K to 12 (MATATAG) Curriculum on December 10–12, 2025 at West Loch Park Hotel, Sto. Domingo, Ilocos Sur.

2. The activity aims to:

- define the Philippine Professional Standards for Teachers (PPST) and its importance as basis for assessing teacher performance, including differentiated classroom-observable and non-classroom-observable indicators (COI and NCOI);
- discuss and simulate the protocols, processes, and requirements for conducting classroom observations; and
- share insights and reflections on the importance of focused, unbiased, evidence-based, and consensual classroom observation assessments supporting continuous improvement, teacher development, and better learner outcomes.

3. The participants to this activity are the following:

Name	Elementary School	Name	Secondary School
Lilibeth C. Dierpo	Baay ES	Marlon T. Lumang	Batac NHS
Johnny C. Talioaga	B. Macadaeg ES	Leilani M. Rasco	CBNHS-Payao
Rochelle C. Dulig	Cumcumraas-Manggaddi-Pitpitac ES	Mary Joyce B. Austria	CBNHS-Poblacion
John Resty R. Arellano	Dariwdiw Es	Norman R. Battulayan	CBNHS-Poblacion
Greggy Mark F. Sayabat	Hilario Valdez ES	Jomar E. Caluya	CBNHS-Poblacion
Darwin F. Aspili	Nagbacalan ES	Teofila Avigail B. Catindoy	CBNHS-Poblacion
Toribio D. Martin	Magnuang ES	Noralyn C. Tangonan	CBNHS-Poblacion
Hazel B. Dela Cruz	Parangopong ES	Mark Fabian N. Vento	CBNHS-Poblacion
Jasen Kyle S. Ortal	Rayuray ES	Ronald T. Ventura	CBNHS-Poblacion
Judelyn B. Agulay	Sumader ES	Clarafina P. Verzosa	CBNHS-Poblacion

4. Participants are requested to pre-register through the following link: <https://tinyurl.com/RegistrationClassObservation> on or before December 5, 2025.

5. All participants are requested to arrive at the venue before 3:00 p.m. on Day 0, December 9, 2025 for the registration, opening program, and conduct of pre-test. The first meal to be served is PM snacks on Day 0, while the last meal is lunch on Day 3, December 12, 2025. Participants are further requested to bring laptop and extension cord for the training activities.

6. Expenses related to this activity such as board and lodging, meals, supplies and materials shall be charged against AC-25-5615-HRTD-S10-001. Transportation, per diem, and other incidental expenses of participants shall be charged against downloaded funds.

7. Service credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 13, s. 2024 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

8. This Memorandum serves as the Authority to Travel.

9. Attached is Regional Memorandum HRDD-2025-1648 for reference.

10. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: none  
References: RM HRDD-2025-1648

To be included in the Perpetual Index  
Under the following subjects:

CLASSROOM OBSERVATIONS  
K TO 12 BASIC EDUCATION

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

CID-GOL/DM\_CapBuildClassroomObservations  
2519594/5306/December 4, 2025





Republic of the Philippines  
Department of Education  
REGION I



MEMORANDUM  
HRDD-2025- 1648

DEC 01 2025

**CAPACITY BUILDING ON THE EFFECTIVE CONDUCT OF CLASSROOM  
OBSERVATIONS ALIGNED WITH THE REVISED K TO 12  
(MATATAG) CURRICULUM**

To: Schools Division Superintendents  
Schools Division Offices of Batac City, Candon City, Ilocos Norte, Ilocos  
Sur, Laoag City, and Vigan City  
All Concerned Personnel

1. This Office, through the National Educators Academy of the Philippines-  
Region I (NEAP R1), will conduct the **Capacity Building on the Effective Conduct  
of Classroom Observations Aligned with the Revised K to 12 (MATATAG)  
Curriculum** at West Loch Park Hotel, Sto Domingo, Ilocos Sur on December 10-12,  
2025.

2. The activity aims to:

- define the Philippine Professional Standards for Teachers (PPST) and  
its importance as a basis for assessing teacher performance;  
differentiated classroom-observable and non-classroom-observable  
indicators (COI and NCOI);
- discuss and simulate the protocols, processes, and requirements for  
conducting classroom observations; and
- share insights and reflections on the importance of focused, unbiased,  
evidence-based, and consensual classroom observation assessments,  
highlighting how these practices support continuous improvement,  
teacher development, and better learning outcomes.

3. The expected participants are **Elementary and Secondary School Leaders  
(School Principals/OIC/TIC/Head Teachers/Department Heads/ Master  
Teachers)**. The table below presents the required number of participants per Schools  
Division Office (SDO).

Schools Division Office	Number of Participants	
	Elementary School Leaders	Secondary School Leaders
Batac City	10	10
Candon City	10	10
Ilocos Norte	20	20
Ilocos Sur	20	20
Laoag City	10	10
Vigan City	10	10
<b>TOTAL</b>	<b>80</b>	<b>80</b>



SDCB RECORDS UNIT

2519594

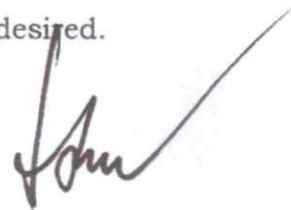


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Effectivity	11.18.2024	Page	1 of 2



4. The SDOs, through the Human Resource Development Section, shall submit the list of participants duly endorsed by the Schools Division Superintendents on or before **December 5, 2025** via email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph) with the subject line "SDO xx CapBuildCO." (e.g., SDO Batac City CapBuildCO). Template is enclosed. (See Enclosure 1).
5. All endorsed participants are requested to pre-register through the following link: <https://tinyurl.com/RegistrationClassObservation> on or before **December 5, 2025**.
6. All participants are requested to arrive at the venue before 3:00 p.m. on Day 0, December 9, 2025 for the registration, opening program, and conduct of pre-test. The first meal to be served is PM snacks on Day 0, while the last meal is lunch on Day 3, December 12, 2025. Participants are further requested to bring laptop and extension cord for the training activities.
7. Expenses related to this activity such as board and lodging, meals, supplies and materials shall be charged against AC-25-5615-HRTD-S10-001. Transportation, per diem, and other incidental expenses of participants shall be charged against downloaded funds.
8. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
9. For queries or other concerns, please contact the National Educators Academy of the Philippines-Region I at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV

HRDD/vrdg/Memo\_CapBuildClassroomObservations  
December 1, 2025



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HRDD 251574

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