



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF BILIRAN

February 23, 2026

Division Memorandum  
No. 108, s. 2026

**ADDITIONAL REMINDERS ON THE SIMULTANEOUS CONDUCT OF NEW  
TEACHER I AND EXPANDED CAREER PROGRESSION (ECP) EVALUATIVE  
ASSESSMENT**

**TO:** OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors  
Division Office Personnel Public  
School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**I.** In the exigency of the service and to ensure a transparent, efficient, and standardized recruitment process, this Office hereby issues the following reminders for the New Teacher I and Expanded Career Progression (ECP) evaluative assessment processes in the Schools Division of Biliran.

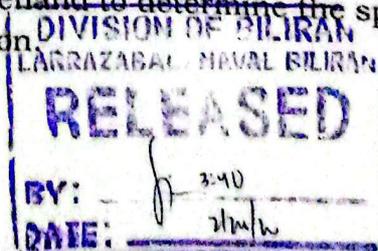
**II. Initial Evaluation Period and Official Listing:**

1. A District Subcommittees headed by the PSDS shall assist the HRMO in the conduct of the Initial Evaluation of all applicants.
2. There shall be a **one-time issuance** of the official and complete list of qualified applicants. No supplemental lists shall be entertained once the official list is published.

**III. Pre-Assessment Requirements:**

Before the actual school visit, teacher-applicants **must be informed** of the following:

1. The specific **date of the visit** of the evaluation team.
2. The **tentative time schedule** of the classroom observation.
3. **Class Schedules:** Evaluation teams must secure the class schedule of the teachers ~~beforehand to determine the specific~~ subject and time for observation.



4. **Observation Protocol:** Teachers must be observed during their **actual class schedule**; otherwise, the activity may be construed as a demonstration teaching rather than a classroom observation.

#### **IV. Actual School Visit Procedures:**

Subcommittees shall follow the structured flow during the onsite visit:

1. **Courtesy Call:** A quick courtesy call to the Office of the School Head (SH).
2. **Briefing:** A quick briefing for teacher-applicants regarding the assessment flow and procedure.
3. **Submission of Lesson Plan (LP):** The LP must be submitted to the team during the briefing.
4. **Simultaneous Evaluation:** Assessment of COI, NCOI, and ETE shall be done simultaneously if possible, following the guidelines set in DO No. 24 s. 2025.

#### **V. Assessment Procedures:**

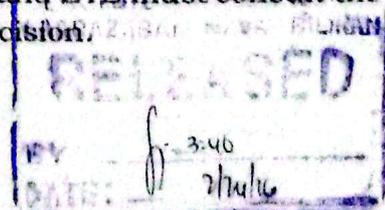
1. To maximize efficiency, the team shall be grouped as follows under the supervision and control of the HRMPSB Subcommittee Chairman:

**Class Observation (COI):** Chairman and two (2) Members.

**NCOI Evaluation:** Two (2) Members.

**ETE Evaluation/Review:** One (1) Administrative Officer (AO) and one (1) Member.

2. **Subject Specialist Rule:** Only the designated Subject Specialist shall rate Indicator 1 of the assessment tool.
3. **Strategy and Accountability:** Sub-committees must strategize by allocating subject experts to NCOI and COI, and assigning the AO to Education, Training, and Experience (ETE). While grouped by task under the supervision of the Sub-committee Chair, accountability is shared; all members are required to sign the Comparative Assessment Result (CAR) or CAReER.
4. **Workload Consideration:** Submissions shall be categorized by Major or by the actual workload/expertise of the teacher (e.g., a Math major with significant load and training in TLE may be assessed accordingly).
5. **Consultation:** Members in charge of NCOI and ETE must consult the Chairman for any concerns requiring a decision.



**VI. Applicant Engagement and Transparency:**

1. Notification: Sub-committees must inform applicants of the specific date of the team visit and the tentative schedule for classroom observations.
2. Portfolio Annotation: Annotations for the portfolio must be done **on-site** (not pre-printed) within a maximum of two (2) hours in the presence of the committee.
3. Transparency: The result (RFTP sub-committee level) **must be shown and given** to the applicant immediately after the assessment for transparency and to allow for immediate clarification.

**VII. Post-Assessment Requirements:**

1. Upon completion of the Comparative Assessment, the District Sub-committee must return all original documents to the SDO HRMPSB for final verification and filing.

**VIII. General Administrative Reminders:**

1. In adherence to the "No Gift Policy" and the Code of Conduct for Public Officials, members of the sub-committees are strictly **prohibited from soliciting food or any form of favor**, either directly or indirectly, from the applicants or school hosts.
2. All personnel are reminded that the quality of work and adherence to guidelines must not be compromised for the sake of finishing early.

**IX.** For immediate dissemination and strict compliance.



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Schools Division Superintendent

