



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

March 02, 2026

**DIVISION MEMORANDUM**

No. 122, s. 2026

**ADDITIONAL REMINDERS ON THE CONDUCT OF THE TEACHER REFLECTION  
FORM (TRF) OF TEACHER 1 APPLICANTS**

TO: HRMPSB Subcommittee Chairperson and Members  
Elementary and Secondary School Heads  
Administrative Officers  
All Others Concerned

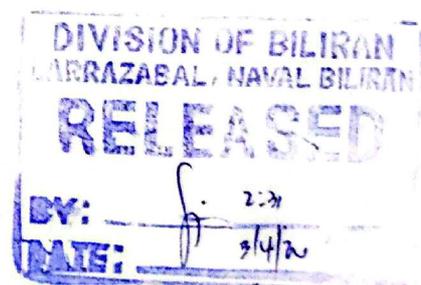
I. To ensure the smooth and standardized administration of the Teacher Reflection Form (TRF) scheduled on **Wednesday, March 4, 2026**, this Office provides additional reminders for all concerned personnel and applicants.

**II. Pre-Administration Process (BEFORE MARCH 4, 2026)**

- a. The Subcommittee Chairman is designated to secure the Teacher Reflection Form (TRF) materials from the Office of the Assistant Schools Division Superintendent (ASDS) one (1) day before the scheduled exam.

*Note: In the absence of the Chairman, a Subcommittee Member or an Administrative Officer (AO) may collect the materials, provided they present a written Authorization Letter from the Chairman.*

- b. School Heads of host venues are directed to ensure that testing rooms are adequately prepared and maintained to provide an environment conducive to a professional examination.





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c. **Venue Assignments:**

**Elementary Level:** The assessment shall be conducted within the respective District premises as designated by the Public Schools District Supervisor (PSDS).

**Secondary Level:** Math (Naval National High School)  
MAPEH (Naval National High School)  
English (Naval School of Fisheries)  
Filipino (Naval School of Fisheries)  
Science (Naval School of Fisheries)  
Values Education (Naval School of Fisheries)  
Araling Panlipunan (Naval Night High School)  
TLE (Cabucgayan National School of Arts and Trades)

**III. Administration Process (9:30 AM – 10:30 AM)**

- a. The TRF administration will begin promptly at 9:30 AM for all applicants.
- b. All applicants are allocated exactly one (1) hour to complete the TRF. The session must conclude by 10:30 AM.
- c. To uphold the integrity of the assessment and discourage the use of Artificial Intelligence (AI) or cheating, cellular phones are strictly prohibited. All applicants are mandated to surrender their devices to the Subcommittee Chairperson/ Proctor for safekeeping prior to the commencement of the examination.
- d. To maintain the integrity of the examination, a strict **silence and restricted movement policy** will be in effect. Access to the testing area is limited to authorized personnel and the monitoring team.

**IV. Post-Administration Process (SUBMISSION TIMELINE)**

**1. Immediate Collection and Securing of Materials**

- a. Immediately after the time limit (1 hour), the Proctor or Subcommittee Secretariat must collect all TRF and draft sheets.
- b. The materials must be turned over to the Subcommittee Chairperson for safekeeping until the formal rating session.



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## 2. The Rating Process

Based on DO 007, s. 2023, the assessment is conducted by the Subcommittee and must be guided by the following reminders:

- a. There shall be multiple evaluators to ensure inter-rater reliability.
- b. The TRF evaluator must not be related to the applicant within the third degree of consanguinity and affinity.
- c. Each TRF evaluator shall individually assess the teacher applicant's demonstration and/ or understanding of the indicator based on the narrative and responses. They shall focus on the content and not on the quantity of the narratives or experiences. Long answers does not necessarily merit Exemplary rating. Each evaluator independently rates the reflection based on the standard rubrics provided in the DO 007, s. 2023 (*see Annex O*)
- d. TRF evaluators shall use the portion "Comments from the Evaluator" to write down statement/s that support the given rating.
- e. An Inter-Evaluator Agreement Exercise (*see Annex P of DO 007*) shall be done whereby all evaluators, after rating the TRFs individually, meet to discuss the teachers applicant's rating in each indicator, and arrive at a **collegial final rating**. The final rating is not an average of each evaluators' ratings. It shall be based on objective, reasoned, and consensual judgment.

## 3. Submission of Consolidated TRF Rating Sheet and Teacher Reflection Forms

- a. The Subcommittee Chairperson is directed to return all Teacher Reflection Form (TRF) materials, including raw and consolidated results, to the Office of the Assistant Schools Division Superintendent (HRMPSB Chairperson). All documents must be contained in a **securely sealed envelope**, with the Chairperson's signature affixed across the flap to ensure the integrity of the contents.



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- b. The consolidated report, together with the original Teacher Reflection Forms (TRFs), must be submitted to the Office of the Assistant Schools Division Superintendent (HRMPSB Chairperson) immediately after the sub-committee's rating session but not later than **March 11, 2026**.
- c. A Transmittal letter must be submitted attaching the following:
1. Consolidated Rating Sheets (signed by all assessors);
  2. Original Scored Teacher Reflection Forms;
  3. Attendance Sheet of Applicants; and
  4. Minutes of the Assessment Session if applicable.

**4. Important Reminders**

- a. The rating sheets must be clean; any corrections must be initialed by the Chairperson.
- b. Teacher reflection forms must be placed in a sealed envelope, signed across the flap by the Chairperson, before submission to the SDO.
- c. Ensure submission is within the "one-time issuance" window to avoid delaying the posting of the **CAR-RQA**.

**V.** Immediate dissemination of and strict compliance with this Memorandum are directed.

  
**ROBERTO N. MANGALIMAN, PhD, CESO VI**  
Schools Division Superintendent

