



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division Superintendent

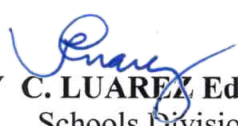
September 26, 2025

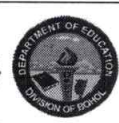
DIVISION MEMORANDUM
NO. 654, S. 2025

ADDENDUM TO DIVISION MEMORANDUM 637, s. 20205
COMMENCEMENT OF CALL FOR APPLICATIONS FOR RECLASSIFICATION OF
TEACHING AND SCHOOL ADMINISTRATION POSITIONS PURSUANT TO DEPED
ORDER NO. 024, s. 2025 AND REGIONAL MEMORANDUM NO. 024, s. 2025

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/Acting PSDS
Elementary and Secondary School Heads
All Others Concerned

1. In continuation of Division Memorandum No. 637, s. 2025, and to facilitate the timely conduct of all evaluation processes relative to the reclassification of teaching positions, this Office hereby issues this addendum.
2. The detailed procedures and schedules are contained in the following enclosures:
 - o **Annex A** – Timeline of Activities
 - o **Annex B** – Guidelines for Portfolio Assessment
 - o **Annex C** – Guidelines for the Behavioral Event Interview (BEI)
 - o **Annex D** – Guidelines for Classroom Observation
3. Strict compliance with the timeline indicated in **Annex A** is expected. Failure to submit results to the Regional Office by October 30, 2025, may result in the non-reclassification of all applicants in the Division.
4. Activities related to the comparative assessment may be conducted on weekends as necessary. Assessors shall be entitled to service credits or compensatory overtime credits (COC) for the services rendered in line with these activities, in accordance with existing DepEd and CSC guidelines.
5. All other provisions of Division Memorandum No. 637, s. 2025, consistent with this addendum, shall remain in full force and effect.
6. The cooperation and dedication of all concerned are highly appreciated. Through collective effort, the smooth and timely completion of this reclassification process shall be ensured.
7. This addendum is issued for the information, dissemination, and guidance of all concerned.


FAY C. LUAREZ, EdD, PhD-TM, CESO VI
Schools Division Superintendent



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Annex A: Recommended Timeline of Activities

Schedule	Activity	Responsible Personnel
Sept. 29, 2025	a) Receive the Initial Evaluation Result (IER) and initially assessed applicant folders.	District AO
	b) Stamp all documents with “Certified True Copy”	District AO or PSDS
	c) Plan the next steps: - All MT1-MT4 applicants shall be handled by the HRMPSB Sub-Committee of the District (See DM 637, s. 2025 for the list but should only be composed of full-fledged school heads [P1-P4] and master teachers [MTII only]). - Create small committees, preferably 1 for elementary and another for secondary to handle T2 to T7 applicants (should be composed of full-fledged school heads [P1-P4] only; can be incremented based on the needs; can tap Master Teachers depending on the need). - Decide where to hold Class Observation assessment. Take note: In no way that this shall disrupt classes; class demonstrators shall teach the topic intended for the set schedule. - Designate the secretariat personnel. The District AO-II is automatically the Secretariat-Head; 1 for elementary and another for secondary shall be designated as members.	PSDS
	d) Commence the Education-Training-Experience-Performance (ETEP) Assessment	HRMPSB Sub-Committee (MT1-MT5), Small Committees (T2-T7)
Sept. 30, 2025	a) Continue the ETEP Assessment	HRMPSB Sub-Committee (MT1-MT5), Small Committees (T2-T7)
	b) Conduct the Portfolio Annotation Writing	HRMPSB Sub-Committee Applicants
Oct. 1-3, 2025	a) Continue the ETEP Assessment	HRMPSB Sub-Committee (MT1-MT5), Small Committees (T2-T7)
	b) Conduct the Behavioral Event Interview (BEI)	HRMPSB Sub-Committee (MT1-MT5), Small Committees (T2-T7)
Oct. 4-15, 2025	a) Conduct of Actual Classroom Demonstration	HRMPSB Sub-Committee (MT1-MT5), Small Committees (T2-T7)
	b) Conduct Open Ranking	Secretariat
Oct. 16, 2025	Encode of Scores (District HRMS Portal)	Secretariat
Oct. 17, 2025	a) Validate Results (T2-T7)	HRMPSB Sub-Committee
	b) Transmit Results (MT1-MT5) to SDO-SGOD - To transmit the Initial Evaluation Result (IER) and applicant folders	Secretariat
Oct. 20-22, 2025	a) Transmit Results (T2-T7) to SDO-HR - To transmit the Initial Evaluation Result (IER) and applicant folders	Secretariat
	b) Validate Results (MT1-MT5)	Division Validation Committee
Oct. 23, 2025	Post CARER	HRMPSB Secretariat

Annex B: Guidelines for Portfolio Assessment

In line with the conduct of the reclassification process for teaching, the following guidelines shall govern the administration of the Portfolio Annotation Writing:

1. Preparation of Portfolio Annotation Sheets

- Each district shall reproduce the required Portfolio Annotation Sheets for all qualified applicants.
- The template for the Portfolio Annotation Sheets may be accessed and downloaded from the following link: <http://url.depedbohol.org/ecp-annottool>

2. Schedule and Venue

- The conduct of the Portfolio Annotation Writing shall be scheduled in such a way that regular classes are not disrupted, preferably at 3:00 p.m. onwards.
- Venues shall be designated and proctored by authorized personnel.

3. Protocols During Portfolio Annotation Writing

- Applicants shall be required to accomplish the annotations in a strictly proctored setting.
- The following rules shall apply:
 - No bags, gadgets, extra sheets, or any other materials shall be allowed inside the venue.
 - Applicants shall not be permitted to view or retrieve their submitted MOVs. They shall rely on their recall of the documents submitted.
 - A maximum of two (2) hours shall be allotted to complete the annotations of all five (5) indicators.

4. Special Provision for SIC/TIC/HT Applicants

- For School-in-Charge (SIC), Teacher-in-Charge (TIC), and Head Teacher (HT) applicants, portfolio annotation shall follow the Teacher Reflection Protocol.
- Indicators shall be converted into essay-type questions. The template for the Customized Portfolio Annotation Sheets (prefixed with SIC-TIC-HT) may be accessed and downloaded from the following link: <http://url.depedbohol.org/ecp-annottool>
- Responses shall be assessed using the rubrics provided in DepEd Order No. 7, s. 2023 (Teacher Reflection Form).

5. Assessment and Scoring

- Completed annotation sheets shall be collected and endorsed to the respective District Committees for scoring and validation. The following template may be accessed and downloaded from the following links:
 - Rubrics (page 3): <http://url.depedbohol.org/ecp-annotrubrics>
 - Rating Sheets: <http://url.depedbohol.org/ecp-annotrs>
 - Inter-Assessor Agreement Form: <http://url.depedbohol.org/ecp-annotaaf>
- All scoring shall be done strictly in accordance with the rubrics and standards set by DepEd Orders and Division guidelines.
- For non-SIC/TIC/HT applicants, failure to submit their required MOV within the prescribed deadline (September 24, 2025) shall result in no score being awarded for the Portfolio Annotation Assessment (10 points).

Strict adherence to the above guidelines is expected to maintain the integrity, fairness, and efficiency of the portfolio assessment process.

Annex C: Guidelines for the Behavioral Event Interview (BEI)

The Behavioral Event Interview (BEI) forms part of the reclassification process for teaching positions. It is designed to assess the applicant's competence in relation to the Non-Classroom Observable Indicators (NCOI) through structured, evidence-based questioning. The BEI shall follow the STAR format (Situation, Task, Action, Result) to ensure consistency, reliability, and fairness of assessment.

1. Conduct of the Interview

- 1.1. The Selection Committee shall strictly observe confidentiality and impartiality.
- 1.2. Each interview shall last approximately 30 to 45 minutes per applicant.
- 1.3. A minimum of three (3) committee members shall be present, including the Chairperson.
- 1.4. Notes shall be taken during the interview for scoring and validation purposes.

2. Opening Spiel (to be delivered as is)

Good day!

I am the Chairperson of the Selection Committee, and my name is _____. I am joined by the members of the Selection Committee (introduce the other members).

This interview is expected to last between 30 and 45 minutes. We will inquire about your experiences outside of the classroom and the strategies you have employed to complete those duties. We would be grateful if you could provide us with specific and concise examples to help us assess your potential for the position you are applying for.

We will be taking notes and important details of your answers so that we do not miss anything. Would this be okay with you?

3. Interview Proper (STAR-Aligned)

The interview shall be guided by the following prompts per NCOI indicator. Interviewers may adjust phrasing as appropriate, but must ensure STAR coverage.

- **Situation / Background**
"I see that you submitted a _____ for the NCOI indicator _____. Can you provide us with some background—why you decided to create that?"
- **Task / Dilemma**
"What specific challenge or dilemma did you encounter in relation to this task?"
- **Action / Implementation**
"Can you describe what steps or strategies you personally undertook to address this challenge and implement your plan?"
- **Result / Outcome**
"What was the result of your action? How did it impact learners, colleagues, or the school community?"

Interviewers must probe further if responses are vague or incomplete, ensuring each answer reflects the STAR sequence.

4. Scoring

- Responses shall be rated using the official rubrics prescribed for BEI in alignment with the RPMS standards. The following template may be accessed and downloaded from the following links:
 - Rubrics (page 4): <http://url.depedbohol.org/ecp-annotrubrics>
 - Rating Sheets: <http://url.depedbohol.org/ecp-beirs>
 - Inter-Assessor Agreement Form: <http://url.depedbohol.org/ecp-beiaaf>
- Evaluators must anchor scoring strictly on evidence demonstrated through specific examples, not on general or hypothetical statements.

5. Closing Spiel (to be delivered as is)

I want to thank you for a very enjoyable interview and for doing such a good job of sharing your experiences. We will notify you of the assessment results through the HRMPSB. Please be informed that our sole responsibility is to evaluate the documents and other evaluative assessments. The final number of applicants to be reclassified will be determined by the budget allocation of our SDO. However, please be assured that if you are not reclassified this year, you will be prioritized the following year.

Strict adherence to this protocol is expected of all interviewers to ensure fairness, reliability, and validity of the BEI process.

Annex C: Guidelines for Classroom Observation

The Classroom Observation is an essential component of the reclassification process for teaching positions. It provides direct evidence of the applicant's instructional competence and classroom management skills. This activity shall be conducted in accordance with DepEd Order No. 24, s. 2025 and the following supplemental guidelines.

1. Non-Disruption of Classes

- Regular classes shall not be unnecessarily disrupted during the conduct of classroom observations.
- Demonstrators shall coordinate in advance with the classroom teacher whose class schedule will be affected. They shall teach the subject aligned to their specialization/track/strand as stipulated on their Appointment paper.
- The subject matter to be taught shall correspond to the actual class schedule and lesson plan for that period, ensuring continuity of instruction.

2. Use of Host Classrooms

- In cases where a small committee is handling multiple applicants, the host school may allocate one classroom exclusively for demonstration teaching.
- Learners shall enter the designated classroom at the scheduled time for observation.
- This arrangement shall prevent disruption of regular class schedules while still allowing authentic teaching-learning interactions.

3. Lesson Plan Requirement

- Demonstrators shall prepare three (3) hard copies of the Detailed Lesson Plan (DLP) in advance and submit them to the observing panel.
- Members of the panel shall bring only their official Observation Notes Form into the classroom during the demonstration. The template for the Observation Notes Form may be accessed and downloaded from the following link: <http://url.depedbohol.org/ecp-coonf>

4. Conduct of the Observation

- Each demonstration shall follow the standards and rubrics prescribed under DepEd Order No. 24, s. 2025.
- The panel shall observe without interrupting the flow of the lesson.
- The demonstrator shall deliver the lesson as planned, simulating actual teaching-learning conditions.

5. Scoring and Documentation

- Ratings shall be completed immediately after the demonstration and signed by the panel members. The following template may be accessed and downloaded from the following links:
 - Rubrics: <http://url.depedbohol.org/ecp-corubrics>
 - Rating Sheets: <http://url.depedbohol.org/ecp-cors>
 - Inter-Assessor Agreement Form: <http://url.depedbohol.org/ecp-coaaf>
- Observation notes, rating sheets, and lesson plans shall be attached to the applicant's folder for validation and safekeeping.
- Any clarifications required by the panel may be raised only after the demonstration has concluded.

Strict adherence to these guidelines shall ensure that the classroom observation is valid, reliable, and minimally disruptive to the regular conduct of classes, while fairly assessing the applicants' instructional competence.