



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division  
Superintendent

November 3, 2025

**Division Memorandum**

No. 574 s. 2025

**SCHEDULE AND GUIDELINES ON THE CONDUCT OF COI AND NCOI EVALUATIONS  
FOR MASTER TEACHER I, II, AND III RECLASSIFICATION APPLICANTS**

To: Assistant Schools Division Superintendent  
Chief Functional Division -- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Unit Heads  
All Others Concerned

1. In line with the implementation of the reclassification process for teaching positions, the Schools Division Office of Dagupan City will conduct the **Classroom Observable Indicators (COI)** and **Non-Classroom Observable Indicators (NCOI)** evaluations for qualified applicants to **Master Teacher I, II, and III** positions (*Enclosure No. 3*) on **November 5, 2025**, at 8:00AM, at **Dagupan City National High School**. (Secondary) and **West Central Elementary School I** (Elementary).
2. Applicants must arrive **15 minutes before** their assigned schedule. The **demonstration teaching** will last for up to **30 minutes**, subject to adjustments at the discretion of the evaluators. All applicants must be in the prescribed DepEd uniform or professional attire throughout the conduct of the evaluation.
3. During the NCOI, applicants shall bring only the official NCOI forms for annotation. Mobile phones, MOVs, and folders are not allowed during the assessment. The annotation period is limited to 40 minutes, after which the Behavioral Event Interview (BEI) will follow, where MOVs and supporting documents will be accepted.
4. Assessors are required to record the applicant's name, along with the corresponding COI, NCOI, and interview scores, in the official summary form (*refer to Enclosure No. 1*). This form must be submitted for final tabulation and ranking.



**Address:** Burgos St., Poblacion Oeste, Dagupan City  
**Telephone:** (075) 653-1101  
**Website:** [www.deped.gov.ph](http://www.deped.gov.ph)  
**email:** [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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5. The applicants shall be assessed using the following criteria prescribed in DepEd Order No. 24, s. 2025, as follows:
- |  |           |
|--|-----------|
| a. Education   | 10        |
| b. Training  | 10        |
| c. Experience  | 10        |
| d. Performance                                       | 30        |
| <b>e. PPST COIs (Classroom Observation)</b>          | <b>25</b> |
| <b>f. PPST NCOIs (Portfolio Annotations and BEI)</b> | <b>15</b> |
6. Assessors are required to record the applicant's name, along with the corresponding COI, NCOI, and interview scores, in the official summary form (*refer to Enclosure No. 1*). This form must be submitted for final tabulation and ranking.
7. Applicants are requested to bring white long folder and prepare the prescribed template (*see Enclosure No. 2*) which can be downloaded through this link: <https://tinyurl.com/ECPfrontpage>.
8. For any concerns or clarifications regarding this memorandum, applicants and evaluators may directly coordinate with the HRMO, 3<sup>rd</sup> Floor Main Building, SDO Dagupan City or through email address: [depeddagupanhr@gmail.com](mailto:depeddagupanhr@gmail.com).
9. Immediate and wide dissemination of this memorandum is desired.

**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent





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**PERTINENT PAPERS**

**OF**

**JUAN L. DELA CRUZ**

**(Teacher \_\_ Applicant)**

**General Instruction:**

Use **Bookman Old Style** font, font size **36**, and format the cover page to fit half of a bond paper.

<b>Master Teacher I - Elementary</b>	
ELEM-MT1-001	NORALYN D. NAVALTA
<b>Master Teacher II - Elementary</b>	
ELEM-MT2-001	MADONA T. ABALOS
ELEM-MT2-004	MARIA CECILIA V. TORIO
ELEM-MT2-005	BERNARD C. ABRIGO
ELEM-MT2-006	CHRISTINE C. PASCUA
ELEM-MT2-007	DEAN DARYL B. CANETE
ELEM-MT2-008	JOSEPHINE N. ICO
ELEM-MT2-009	ROWENA A. DORIA
ELEM-MT2-011	BENEDICT A. MARAMBA
ELEM-MT2-012	JENNIFER B. PARAS
ELEM-MT2-013	CRISTEL MADEL F. BUGARIN
ELEM-MT2-014	SHELAMIE L. AYALA
<b>Master Teacher III - Elementary</b>	
MTES-ELEM-MTIII-001	SHERWIN B. PARAS
MES-ELEM-MTIII-002	ACELA O. CALLEJO
GGDPES-ELEM-MTIII-004	JEFFREY E. CERALDE
PES-ELEM-MTIII-005	ALEJANDRA M. PALAGANAS
<b>Master Teacher I - JHS</b>	
CNHS-MT1-001	SHELA MARIE F. DE VERA
FNCIS-MT1-001	JIMMY BABY G. TORIO
<b>Master Teacher II - JHS</b>	
BBNHS-MT2-001	JOY U. CERALDE
CNHS-MT2-001	LANIE ROSE R. ROCABERTE
ECIS-MT2-001	JANE G. RAMIREZ
BBNHS-MT2-002	ERIC S. LIMBOS
BBNHS-MT2-003	LOUIE U. UBANDO
BBNHS-MT2-004	RAYMUND L. GONZALES
BBNHS-MT2-005	PAUL MICHAEL P. FELSTEAD
BBNHS-MT2-006	MINERVA PEREZ
<b>Master Teacher II – SHS TVL</b>	
SHS-TVL-MT2-001	LUCELITO D. CORNEL
<b>Master Teacher III - JHS</b>	
DCNHS-MT3-001	SHERYL C. BORJA
DCNHS-MT3-002	FRANCISCO C. DACOCO
DCNHS-MT3-003	MANELYN C. GALSIM
DCNHS-MT3-004	LIEZELLE M. DUQUE
ECIS-MT3-001	ANACENCIO L. AGUILAR
DCNHS-MT3-005	GLAIZA E. GUTIERREZ
<b>Master Teacher III – SHS ACAD</b>	
SHS-MT3-ACAD-001	CHERRY E. CARLOS
SHS-MT3-ACAD-002	MARVIE C. FLORES
SHS-MT3-ACAD-003	MYLA D. MEJIA
SHS-MT3-ACAD-004	PINA T. COCHANGCO
SHS-MT3-ACAD-005	MILANIE F. FLORES
SHS-MT3-ACAD-006	AILEEN Q. CORTEZ
SHS-MT3-ACAD-007	MOISES S. FLORES

SHS-MT3-ACAD-008	<i>SALVACION S. MALANUM</i>
SHS-MT3-ACAD-009	<i>CHARMESH D. VALDEZ</i>
SHS-MT3-ACAD-010	<i>ARNULFO M. TIRAO</i>
SHS-MT3-ACAD-011	<i>CAYETANO V. CARRERA</i>
<b>Master Teacher III - Arts and Design</b>	
SHS-MT3-AnD-001	<i>WIDMARK F. BALMORES</i>
<b>TEACHER VII</b>	
JHS-T7-002	<i>ROAN JETT FERNANDEZ</i>