



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM  
OSDS-PER-UM-08-01-2024/HRMPSB

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads and Personnel  
Applicants for the Position  
All Others Concerned

By authority of the Schools Division Superintendent:

FROM : **EVA S. TOLENTINO**  
Administrative Officer V  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **ADVISORY No. 3 TO DIVISION MEMORANDUM No. 283, s. 2024**  
**"ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR TEACHER I**  
**POSITIONS FOR SCHOOL YEAR 2024-2025"**

DATE : August 1, 2024

1. Relative to the Assessment for Teacher 1 positions for school year 2024-2025, the activities of the Sub-committee for Teacher Reflection Test and Demonstration Teaching are as follows:

Activity	Date/s, Time & Venue	Persons Responsible	Participants
Orientation on the Sub-committee Tasks	August 2, 2024 1:00 – 5:00 PM @ Virac Pilot ES	Sub-Committee Team Leader – Romel Petajen	Sub-committee Members and Secretariat
Teacher Reflection Test	<b>August 3, 2024</b> <b>7:30 AM – 12:00 NN</b> <b>Elementary @ VPES</b> <b>Secondary @ CNHS</b>		Sub-committee Members and Secretariat  Teacher Applicants
Demonstration Teaching	<b>August 5 – 12, 2024</b> <b>7:30 AM onwards</b> <b>(Venue is specified in DM No. _____ s. 2024)</b>	Team Leader – Romel Petajen <b>All Chairman and Sub-Committee Members</b>	Sub-committee Members and Secretariat  Teacher Applicants
Submission of TRF Results to the HRMPSB Chairperson	August 9, 2024	All Chairmen and Sub-Committee Members	Sub-committee Members and Secretariat
Submission of Demo Teaching Results to the HRMPSB Chairperson	August 5-12, 2024 (On a daily basis)		
Submission of Assessment Result to the HRMPSB Chairperson	August 12, 2024	Sub-Committee Team Leader – Romel Petajen	Sub-committee Members and Secretariat
Submission of the RQA to the Appointing Authority	August 16, 2024	HRMPSB	

2. The Room Assignment of Teacher Applicants for the Teacher Reflection Test and the Schedule of Demonstration Teaching will be issued in an advisory after the Meeting of the Committee on August 2, 2024.



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3. Expenses relative to the conduct of the sub-committee activities may be charged to local funds subject to fund availability and to accounting & auditing rules and regulations.
4. For information, guidance and compliance.



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