



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
MLA-2025-OSDS- 078

TO : **John Ariel A. Lagura**  
**Corazon H. Samuya**  
**Elainie C. Centino**  
**Joanalli O. Intia**  
**Ruben C. Lorejo**  
**Trisha Ann Taguisa**

FROM : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

SUBJECT : **CONDUCT OF ASSESSMENT OF PPST NON-CLASSROOM  
OBSERVABLE INDICATORS (NCOIs) FOR K TO 12 TEACHER I  
APPLICANTS FOR SY 2025-2026**

DATE : March 31, 2025

1. You are hereby designated as proctors in the conduct of Assessment of PPST Non-Classroom Observable Indicators (NCOIs) measured through the applicants' narrative and reflection using the Teacher Reflection Form (TRF).
2. The said activity will be held on Saturday, April 5, 2025 at Dr. Cecilio Putong National High School, Tagbilaran City.
3. Expenses relative to the conduct of the said activity are chargeable to Division MOOE subject to usual auditing rules and regulations.
4. Proctors of the said activity are entitled to one (1) day Compensatory Time-Off (CTO).
5. For information, guidance, and strict compliance.

WDB/OSDS/jaal



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