



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

**Office of the Schools Division
Superintendent**

February 18, 2026

DIVISION MEMORANDUM
MLA-2026-OSDS- 044

TO : **JOHN ARIEL A. LAGURA PhD**
CONCEPCION A. GALLENTES
ELAINIE C. CENTINO
TRISHA ANN TAGUISA
ANNA MAE OCON
ARNELIE JEAN P. MATUOD
JOCELYN POZON

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 2026-2027**

DATE : FEBRUARY 19, 2026

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 February 21, 2026, Saturday, at Tagbilaran City Central Elementary School.
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.